

UNT Dallas™

UNIVERSITY OF NORTH TEXAS AT DALLAS

KEY REQUEST FORM

UNT Dallas Facilities

Email Form to: KeyRequest@untdallas.edu or bring form to Room FH140 (972)-338-1239

Last Name:

First Name:

Mi.:

UNT ID #:

Faculty Staff Student Other

Keyholder Phone:

Keyholder Email:

Department							Key Office Only	
	Building Name	Room Number	Dept. #	Acct#/ DeptID	Authorizer Signature	Date	Issue #	Keycode
1								
2								
3								
4								
5								
Authorizer Printed Name					Authorizer Email		Authorizer Phone	

Key Request Justification:

IMPORTANT NOTICE!

All keys are the property of the University and shall not be loaned, borrowed or transferred without approval. Keys lost or stolen shall be reported to Facilities and UNT Police as soon as possible.

All keys remain the property of the university and may not be loaned, borrowed, or transferred without prior authorization. Any lost or stolen keys must be reported promptly to Facilities and the UNTD Police. Master keys are issued exclusively to executive leadership or department heads. Upon separation from the University, all keys must be returned to Facilities.

KEYHOLDER'S AGREEMENT

By my signature below, I agree to all the following terms:

1. The key described herein remains the property of the State of Texas and UNT Dallas.
2. This key is entrusted to me for my exclusive use - I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft or destruction immediately to my department, Director of Facilities and to the UNT Police.
4. **If this key becomes lost, stolen or otherwise not available for return, I will pay the key replacement fee \$35 regular key, \$50 master key CASH OR CHECK.**
5. When I terminate employment or no longer need this key, or upon demand from Facilities. I will return it promptly, in person, and ONLY to the Facilities Department located in FH 140 or the Police Supervisor. If I do not return this key, I agree to all the following terms:
 - a. I will pay the current key replacement fee;
 - b. I will, if required, pay the cost for rekeying all affected locks;
 - c. Processing of payment of my retirement refund and other entitlements may be delayed;
 - d. My grades may be blocked;
 - e. A disciplinary reprimand may be entered in my permanent personnel record;
 - f. The University may bring civil or criminal proceedings against me for theft of state property.

Note: The original form shall be given to UNTD Facilities and a copy retained by the department and the keyholder.

Keyholder's Signature:

Date: