

CHADRON STATE COLLEGE
REQUEST FOR KEY(S)

Signatures below indicate an understanding and agreement of the liability issues (including expenses) related to the issuance of CSC key(s); inappropriate use of keys may result in disciplinary or legal action. It is illegal to duplicate CSC keys. See Employee Handbook, page 6, for key policy. **Please pick up keys within 14 days.**

Printed Employee Name: _____ Title: _____

Employee Phone Number: _____ Employee Email: _____

Keys Requested (list building, room number, and core number): _____

Rationale for Keys Requested:

Printed Name of Supervisor: _____

Supervisor Signature (approving individual to have keys) _____ Date _____

Printed Name of Building Manager: _____

Building Manager Signature (approving individual to have keys) _____ Date _____

Vice President Review: Approved Not Approved

Vice President Signature: _____ Date: _____

After VP approval, form must be sent to Maintenance via WebTMA attached to a work order.

Maintenance Office Assistant use only

The following is to be completed by Maintenance Office Assistant when keys are picked up.

The employee signing below has received CSC keys in order to perform their job related duties at CSC. Employee understands that keys are only for work purposes and will not be loaned or transferred to others not authorized by CSC.

Keys Issued (Numbers): _____ Date Issued: _____ *Date Returned: _____

Employee Name (Print): _____

Employee Signature: _____ Date: _____

Maintenance Office Assistant providing keys to employee:

Name (Print): _____

Signature: _____ Date: _____

*All keys must be returned to **Human Resources** upon the completion of employment or earlier, if requested by CSC. Failure to return keys may result in a hold on the employee's records and/or final payment.