

**GEORGIA SOUTHERN UNIVERSITY
KEY REQUEST AUTHORIZATION AND ACCEPTANCE FORM**

**Keys may be picked up in the Physical Plant Service Response Center only between the hours of
7:30-11:00 am and 12:30-4:00 pm.**

PART I: KEYHOLDER INFORMATION

Last Name _____ First Name _____ MI _____

Eagle ID# _____ Position _____

Phone# _____ Date of Request _____ Date to be returned _____

Department _____ Speed Chart # _____

PART II: SPACE TO BE ACCESSED

Building Name _____ Room#(s) _____

Electronic Access Authorization Yes No

PART III: APPROVALS

Department Chair's Name: _____

Department Chair's Signature **Date**

Building Coordinator's Name: _____

Building Coordinator's Signature **Date**

PART IV: ACKNOWLEDGMENT AND RECEIPT OF KEYS

Key requester will be notified when keys are ready for pickup. Only the Keyholder may sign for key(s).

I understand and accept the following information as a condition of my employment with Georgia Southern University: The key described on this form belongs to Georgia Southern University; it is for official use only; it is not to be duplicated or modified; I am to safeguard it against misuse. I will promptly return my keys to the University Key Bank upon my separation from the University or when requested by the Building Coordinator. If I am unable to return it when required, I may be required to pay the cost of restoring security to the area compromised, and the cost may be withheld from any compensation due me from the University. Failure to adhere to the provision of the Georgia Southern University Building Access and Key Control Policy may result in disciplinary action to include termination from Georgia Southern University.

Keyholder's Signature **Date**

Key(s) received:

Room # _____ Key # _____ Qty _____ Room # _____ Key # _____ Qty _____

Room # _____ Key # _____ Qty _____ Room # _____ Key # _____ Qty _____

Room # _____ Key # _____ Qty _____ Room # _____ Key # _____ Qty _____