

KEY APPLICATION FORM

VISITOR

STAFF

STUDENT

DEPARTMENT

PHONE #

Name

ACCOUNT NUMBER

DATE

EMPLOYEE ID #, 900# OR DL #

DEPARTMENT HEAD OR DESIGNEE

NEW

REPLACEMENT

SUPERVISOR OR DESIGNEE

BROKEN

LOST

KEYS ISSUED: A \$5 DEPOSIT PER KEY IS REQUIRED. FULL TIME REGULAR EMPLOYEES ARE EXEMPT

BUILDING

ROOM #

KEY WAY

KEY CODE

DATE RETURNED

IT IS REQUIRED THAT YOU AGREE NOT TO LOAN THESE KEYS TO ANY UNAUTHORIZED INDIVIDUALS, NOR DUPLICATE THEM. MOREOVER, IT IS REQUIRED THAT THE LOSS OF ANY KEY(S) BE REPORTED IMMEDIATELY TO YOUR DEPARTMENT HEAD AND THE KEY CONTROL OFFICE.

BY SIGNING THIS KEY FORM AND ACCEPTING THE KEY(S), IT IS UNDERSTOOD THAT UPON LEAVEING NEW MEXICO TECH, ALL KEYS MUST BE RETURNED. IT IS ALSO UNDERSTOOD THAT PROPER CHECK OUT PAPERWOR AND THE RETURNING OF ISSUED KEYS IS REQUIRED BEFORE YOUR FINAL PAYCHECK, GRADES, OR DIPLOMA WILL BE ISSUED.

DATE OF ISSUE

SIGNATURE OF RECIPIENT

ISSUED BY

DATE OF RETURN

RECEIVED BY