

# NMT KEY APPLICATION & ISSUANCE FORM

Return Completed Form to Facilities Management Front Desk

Student key deposits are required before issuance and are completed at the Cashiers Office - Fidel Room 216

## REQUESTOR

Name: \_\_\_\_\_ 900# or NMT ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Affiliation:  EMPLOYEE  STUDENT (\$5 Deposit required / key)  VISITING STUDENT OR SCIENTIST

Request Type:  NEW KEY  BROKEN  LOST  REPLACEMENT

Department/Division: \_\_\_\_\_ Department Phone#: \_\_\_\_\_

Department Fund#: \_\_\_\_\_

## REQUESTED KEY(S)

BUILDING	ROOM	KEY#	KEY CODE	Issue Date	RETURN DATE
Work Order#					
FM KEY CONTROL USE ONLY					

## AUTHORIZATION SIGNATURES

By signing, I acknowledge that the above-named individual/requestor is authorized to have keys to the listed rooms, facilities, or buildings specified as a requirement of their official affiliation to the New Mexico Institute of Mining and Technology. Furthermore, I acknowledge that I have the authority or responsible control of these listed rooms, facilities, or buildings to authorize such access.

### Supervisor or Division Head

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Vice President Approval (For Master Keys Only)

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## KEY ISSUANCE AND RETURN

By signing the key form and accepting possession of the key(s) I acknowledge that any unauthorized possession, use, or reproduction of a University key may constitute theft or misappropriation of University property and could lead to prosecution under NMSA 1978, § 30-14-2. An employee who violates this policy may also be subject to disciplinary action up to and including termination. Employees may use University keys and access cards for access to their assigned work areas and should lock doors when leaving their work area or during all after-hours access. Employees may not lend or exchange an assigned key or key code. Employees must ensure that keys and key codes are safeguarded and properly used.

I understand that upon leaving campus for an extended period of time the key(s) must be returned to the key office and that return of the issued key(s) is required before issuance of final paychecks, grades, or diplomas will be authorized. All Keys must be returned to the Key Office in accordance with all applicable New Mexico Tech Employee and Key Control Policies.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## KEY CONTROL

Issued By: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Received By: \_\_\_\_\_ Date of Return: \_\_\_\_\_