

Request for Key

This Request for Key form is to be completed by the requesting supervisor of a new or transferring employee. It is to be used for office and building access required for the position. Master keys or additional keys beyond access to the employee's office must be approved by the Executive Office. The supervisor is to send the form to the Human Resource Office. The key will then be delivered to the HR Office with this form prior to the date of hire. The new or transferring employee will need to sign under the supervisor's request at the time they receive the key from the HR Office.

Name _____ Title _____

Key Requested: Building _____ Door/Key _____

Reason for Request: _____

Requested key delivery date: _____ Deliver to: ☐ HR (All employment requests, including work-study)
☐ Student Life (All student residence keys)

Supervisor Approval: _____
Supervisor Name (Print) Supervisor Signature

The undersigned assumes responsibility for the security of this key and its use. When the key is no longer needed, the undersigned will return the key to the Human Resource Office.

Person Issued Key (Print) Person Issued Key Signature

Request for Key Replacement or Lock Change

The undersigned requests Oakland City University provide a duplicate key or a lock change. Dependent upon the type of key or lock change requested a fee will be assessed to the requesting employee. The individual signing this request will be responsible for all fees.

Name _____ Title _____

Key Requested: Building _____ Door _____

Lock Change Requested: Building _____ Door _____

Reason for Request: _____

Date for replacement or change: _____ Deliver key to: ☐ HR ☐ Campus Life

Executive Office Approval for Master Keys or Lock Changes: _____
Executive Office Signature

Supervisor/Sponsor acknowledgement of employee/student Request for Key Replacement or Lock Change

Supervisor/Sponsor Name (Print) Supervisor/Sponsor Signature

Requestor Name (Print) Requestor Signature

Key Issue: Date Request Received by Maintenance: _____ Date Delivered to HR: _____ Delivered by: _____

Key Return: Date Key Returned to HR: _____ Key Received in HR by: _____

Date Key Returned to Maintenance: _____ Key Received and Stored in Maintenance by: _____

Person Surrendering Key (Print) Person Surrendering Key Signature