



MSU-BOZEMAN FACILITIES SERVICES KEY REQUISITION

Individual receiving key(s) must present this completed form to:
University Police Department, Huffman Building (7th Ave and Kagy)

<u>Section A: Requestor</u>	
Department _____	Request Date _____
Name _____ <small>Print Name</small>	Phone _____

<u>Section B: Please issue the following key(s) to:</u>	
Name _____ <small>Print Name</small>	GID (Banner ID)# _____
Key#(s) _____	Key Code _____
_____	_____
_____	_____
Building _____	Room(s) _____
_____	_____
Note: *The Director of Auxiliary Services must sign (Section E) for all Residence Life or Graduate & Family Housing keys.	

<u>Section C: Employee Acceptance Signature:</u>	EMPLOYEE
Individual Receiving Key _____ <small>Date</small>	
The above issued keys are your responsibility. DO NOT loan your key to anyone. Report lost or stolen key(s) to both your Building Supervisor and University Police as soon as possible. Key(s) must be turned into University Police at the end of your assignment and/or employment.	

<u>Section D: Contractor Acceptance Signature:</u>	CONTRACTOR
Individual Receiving Key _____ <small>Date</small>	
Acceptance of this key acknowledges agreement with the following: Doors must remain locked at all times. The use of this key to allow unauthorized persons to enter the above areas is prohibited. Loss of this key must be reported immediately to the Director, Office of Facilities Services and University Police, and may result in re-keying costs which will be charged to your company.	

<u>Section E: Approval Signatures</u>	
Director, Facilities Services _____	Date _____
Director, University Police Department _____	Date _____
Director, Auxiliary Services* _____	Date _____
<small>*Signature from Director, Auxiliary Services, is required for all Auxiliaries, Res Life and Housing keys.</small>	