Samford University

Samford University Key Request Form

Recipient Name

First	Last	Email
_____	_____	_____

Phone	Samford ID Number	Department Name
_____	_____	_____

◯ **Student** ◯ **Faculty** ◯ **Staff** ◯ **Other**

Key For

Building	Department	Room #	Index Code
_____	_____	_____	_____

Reason for Request & Key Inventory Information [include #s on key(s)]

_____

_____

_____

Name of Last Occupant of Space _____

Department Head / Dean / VP Name*	Signature and Date
_____	_____
_____	_____
_____	_____

*Dean or AVP and VP required for Building Masters. Vice Provost required for all CHS. President required for Campus Master.

It is necessary for the proper performance of your duties that you be issued University Keys and you are responsible for their safe keeping. I agree that I am responsible for the security of the key and any room that I unlock. I understand I should properly secure my office and building, as required. I understand that this key is the property of Samford University and must not be duplicated. If the key is lost or I fail to return it upon termination, or upon request, I am subject to a fine ($40 single key one interior lock; $40 per lock for several interior locks (up to $500); $50 exterior door; $500 building master+; $500 per building if master for several buildings which will be payroll deducted.

+Building Coordinators who need a Building Master for the performance of their job will only be responsible for $90 if the key is lost. (same as an exterior building key and an interior /office key).

Print Name	Signature of Requestor	Date
_____	_____	_____