



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 #

Reason for Request & Key Inventory Information [include #s and letters 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. 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