

## TEMPORARY KEY REQUEST FORM

<b>FACILITIES</b> Access Control Office - Sycamore Hall 307 S. Avenue B, Suite 006	Phone: 940-565-4888 access.control@unt.edu
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<b>Requester's Last Name:</b>	<b>Requester's First Name:</b>	<b>Expected Return Date:</b>
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<b>Name of Company or Department:</b>	<b>Phone Number:</b>
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<b>Contact Person:</b>	
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Department					Access Control Office		
Building Name	Room Number	Dept. Number	Authorizer Signature	Date	Issue #	Keycode	Date
1.							
2.							
3.							
4.							
5.							

**IMPORTANT NOTICE!**

In signing this form, the UNT employee takes responsibility for the key(s) and for its return. Said employee may, in turn, give custody of the key to an outside party (i.e., contractor, vender, etc.). However, if the key is lost or not returned for any reason, the employee who authorized the temporary key request will be subject to the actions described in the section below.

**KEYHOLDER'S AGREEMENT**

By my signature below, I agree to all the following terms:

1. The key described herein remains the property of the State of Texas and UNT Access Control.
2. This key is entrusted to me – I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any person other than the user listed above.
3. I will report its loss, theft or destruction immediately to my department and to Access Control.
4. If this key becomes lost, stolen or otherwise not available for return, I will pay the key replacement fee.
5. When the key is no longer need by the outside party as identified above, or upon demand from Access Control, I will return it promptly, in person, and ONLY to the UNT Access Control Office. If I do not return this key, I agree to all the following terms:
  - a. I will pay the current key replacement fee;
  - b. I will, if required, pay the cost for re-keying all affected locks;
  - c. Processing of payment of my retirement refund and other entitlements may be delayed;
  - d. A disciplinary reprimand may be entered in my permanent personnel record;
  - e. The University may bring civil or criminal proceedings against me for theft of state property.

**Note:** The original form shall be sent to Access Control and copies retained by the department and the keyholder.

<b>Keyholder's Signature:</b>	<b>Date:</b>
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