



FACILITIES DEPARTMENT
Division of Finance
& Administration

Facilities Key Request Form

UNT Facilities Door Systems Office 307 S. Avenue B, Suite 006	Phone: (940) 565-4888 Fax (940) 369-7158 Fax (940) 369-8973
Last Name:	First Name: M.I.:
UNT ID#:	Faculty Staff Student Other
Keyholder Phone:	Keyholder Email:

Department **Door Systems Office**

	Building Name	Room #	Dept #	Acct#/DeptID	Authorizer Signature	Date	Issue #	Keycode
1								
2								
3								
4								
5								

Authorizer Printed Name	Authorizer Email	Authorizer Phone

Note: All of the Above Information is Required.

After-hours access to general building via UNT ID card	Authorizer Signature
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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 Door Systems.
2. This key is entrusted to me for my exclusive use- I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft or destruction immediately to my department and to Door Systems.
4. If this key becomes lost, stolen or otherwise not available for return, I will pay the key replacement fee.
5. When I terminate employment or no longer need this key, or upon demand from Door Systems, I will return it promptly, in person, and ONLY to the UNT Door Systems 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 rekeying all affected locks;
 - c. Processing of payment of my retirement refund and other entitlements may be delayed;
 - d. My grades may be blocked;
 - e. A disciplinary reprimand may be entered in my permanent personnel record;
 - f. The University may bring civil or criminal proceedings against me for theft of state property.

Note: The original form shall be sent to Door Systems and copies retained by the department and the keyholder.

Keyholder's Signature:	Date: