

NC State College Facilities Department Key & Building Key Card Requisition Form 17-401a

Date Requested _____
 Employee Name _____ Office Phone: _____
 Position _____ Department _____ Building _____ Room _____

This form covers all NC State buildings. Please check all that apply (only check 1 type of key per line) then fill in appropriate room number and building where it applies.

	Office Key	Classroom Key	Room Number	Building	Building Master Key (list building)	Maintenance Closet Key	Building Key Card (list building)	To be filled out by Facilities		
								Key Issued	Date Issued	Key Returned
1.										
2.										
3.										
4.										
5.										

Authorizations –by signing below you are authorizing the above request(s).

 Employee Date

 Direct Supervisor/Dean Date VP of Business Services Date

ORC 3345.13: "No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any College or University which is supported wholly or in part by the State of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university."

ORC 3345.99: "Whoever violates section 3345.13 of the revised code shall be fined not less than fifty nor more than one hundred fifty dollars."

Procedure:

1. Fill out request and forward to the appropriate Dean or Vice President for approval.
2. Approved request will be sent to the Facilities Manager for processing.
3. The Facilities Manager will deliver all keys when available.
4. To return keys that are no longer needed, please call the Facilities Manager.

In no instance should a key be turned over to another employee. The keys are recorded to each employee who is held responsible for those keys.

