Fort Valley State University
Key Request Form

**Key authorization:** The individual requesting the keys must obtain the authorization signature of the appropriate department head, and building manager for the approval of issuance of keys for that area. More than one authorization signature may be necessary in some areas. Please forward all authorization to Campus Police, Vice President for Business & Finance, and Plant Operations for approval.

**Key issuance:** Keys will be issued only to individuals who present a completed FVSU-Key Request form with authorization signatures to the Physical Plant office for key pick up. No keys will be issued for building entrance doors.

**Lost or Stolen Keys:** Any lost or stolen keys should be reported immediately to the Campus Police, Physical Plant office and the individual’s supervisor and/or department head.

**Key Return:** All key returns are to be made directly to the Physical Plant office not the department head or supervisor. University keys are not transferable. Upon completion of your employment with FVSU all keys must be returned to the Physical Plant Office before payroll will release the final paycheck.

**DUPLICATION OF ANY UNIVERSITY KEY IS STRICTLY PROHIBITED!**
(Please allow 24 hours from placement of key order to key pickup)

- Keys assigned to: ________________________________
- ___Permanent ___Temporary (Date from ___________ to ___________)

**Status (select one):**
- ___Faculty ___Staff ___Adjunct
- ___Other (specify) ________________________________

- Building: ________________ Room Numbers: __________ Key Codes: __________
- ________________ Room Numbers: __________ Key Codes: __________
- ________________ Room Numbers: __________ Key Codes: __________

**Special Instructions:** _____________________________________________________________

- Department Head Authorization: _________________________ Approve/Disapprove: Date: __________
- Building Manager: ____________________________ Approve/Disapprove: Date: __________
- Campus Police Authorization: __________________________ Approve/Disapprove: Date: __________
- Vice President Business & Finance Authorization: __________________ Approve/Disapprove: Date: __________
- Plant Operation: __________________________ Receiving Date: __________

Upon completion of your employment with FVSU all keys must be returned to the Physical Plant office before payroll will release the last check.

**Keys received by:** _____________________________ Date: __________

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Plant Operations
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