

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: _____

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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: _____