Texas State University
Key Issuance & Return Form
Building Sub-Masters and Below

Name: Click or tap here to enter text.  E-mail: Click or tap here to enter text.
Select One: Faculty ☐ Staff ☐ Student ☐ Date E-mailed (if applies): Click or tap here to enter text.
Address: Click or tap here to enter text.  Telephone: Click or tap here to enter text.
TXST ID#: Click or tap here to enter text.  Requestor Name: Click or tap here to enter text.
Department: Click or tap here to enter text.  Requestor Telephone: Click or tap here to enter text.
Work Req. #: Click or tap here to enter text.  Requestor E-mail: Click or tap here to enter text.
(Additional Requestor Signature spaces on back of this form for Multi-department approvals)

I Understand and Agree that:

1. I am responsible for the University keys issued to me and for immediately reporting their loss or theft to the University Police Department Access Services, as well as to my supervisor or department head.

2. I may not transfer or loan my keys to another person. I understand that unauthorized duplication, use, or possession of University keys is not allowed.

3. I understand that the University Police Department Access Services is the only key duplication authority for all keys utilized by the University.

4. I will return all keys immediately to the University Police Department Access Services upon my transfer to another department, separation/withdrawal, or when the use of the keys becomes unnecessary or unauthorized. Refusal to return any keys issued to me could result in civil and criminal penalties with restitution.

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<tr>
<th>Key Code</th>
<th>Key Serial</th>
<th>Date Updated</th>
<th>Signature</th>
<th>Date Picked Up</th>
<th>Date Returned</th>
<th>Received By:</th>
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Updated: Keyform022017
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Approval: Click or tap here to enter text. Date: Enter. Sign: ________________________________