

## Key Request

Please submit form to Front Office (SS 144) or Gere Clark at Gere.Clark@asu.edu.

First and Last Name (Print): \_\_\_\_\_

ASU Affiliate Number (ASU I.D.): \_\_\_\_\_

Keys Requested (Please fill in below):

Building Name	Room Number

Supervisor: \_\_\_\_\_

**Responsibility Statement:** ASU strives to provide a safe, secure environment. Your proper use and handling of assigned University keys can help to maintain this environment. To ensure you understand and accept your responsibilities as a University keyholder, please read below.

Per University Key Policy:

- The keyholder is personally accountable for all University keys issued to them.
- If the key(s) is transferred to someone else or returned to the department, it is the keyholder's responsibility to see that the key(s) has been cleared from their records.
- University keys may not be reproduced (duplicated).
- Misuse of a University key is punishable under Section 12-3715 of the Arizona Revised Statutes, and is also subject to administrative disciplinary action by the University.
- University keys may not be exchanged or loaned.
- Loss of or failure to return an assigned key may make the keyholder subject to a replacement fee.
- The University reserve the right to charge the keyholder for any rekeying due to the loss of an assigned key.
- Lost or stolen keys must be reported to ASU Police Department within 24 hours of discovery of the loss or theft.