

Key Requisition Form

DATE OF REQUEST

DATE NEEDED

NAME

EXT.

DEPARTMENT

POSITION

Request

For each key requested, identify the building, room number(s) and type of space (suite, classroom, lab, supply closet, office, equipment cage, etc.). The person receiving these keys must sign the addendum on the following page.

BUILDING ADDRESS		
ROOM(S) #	TYPE OF SPACE(S)	NUMBER OF KEYS
ROOM(S) #	TYPE OF SPACE(S)	NUMBER OF KEYS
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Authorization from a Chairperson or Department Head is required for all requests and is subject to approval by the Key Technician and the Director of Campus Safety & Security.

Department Dean/Chair/Director/Vice President to Complete This Section:

CHAIRPERSON/DEPARTMENT HEAD

EXT.

SIGNATURE

X

Key Acceptance and Use Agreement

TO BE SIGNED AT KEY PICK-UP

The undersigned hereby acknowledges receipt of the above keys and agrees to use such keys only in accordance with the CCC Key Control and Access Policy. In the event any college key in the Key Holder's possession is lost or stolen, Key Holder agrees to immediately notify Security and his/her Department. The Department agrees that a fee of \$25.00 per replacement key or lock may be charged against their budget.

The undersigned agrees that the above keys remain the sole and exclusive property of the College while in their possession and agrees to return all keys to his/her department head upon termination of college duties. In the event the Key Holder fails to return any of the keys upon termination of college duties, the Department agrees that a fee of \$25.00 per replacement key or lock may be charged against their budget.

The Office of Facilities & Operations will notify the requestor when the authorized keys are available for pick up. Keys may be picked up at their office located at 600 South Michigan Lower Level.

X

SIGNATURE OF PERSON PICKING UP KEY(S)

PRINT NAME

DATE

The issuing department must keep a copy of this form. Form may be sent via PDF to smcging@colum.edu or faxed to 344-8738.

Columbia 

COLLEGE CHICAGO

Addendum

KEY REQUISITION FORM

Key Acceptance and Use Agreement

TO BE SIGNED BEFORE KEY PICK-UP AND BROUGHT WITH TO KEY PICK UP.

KEYS WILL NOT BE GIVEN WITHOUT THIS SHEET SIGNED BY ALL RECIPIENTS.

The undersigned hereby acknowledges receipt of the above keys and agrees to use such keys only in accordance with the CCC Key Control and Access Policy. In the event any college key in the Key Holder's possession is lost or stolen, Key Holder agrees to immediately notify Security and his/her Department. The Department agrees that a fee of \$25.00 per replacement key or lock may be charged against their budget.

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SIGNATURE OF PERSON PICKING UP KEY(S)

PRINT NAME DATE

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