

**CHADRON STATE COLLEGE**  
**REQUEST FOR KEY(S)**

Signatures below indicate an understanding and agreement of the liability issues (including expenses) related to the issuance of CSC key(s); inappropriate use of keys may result in disciplinary or legal action. **It is illegal to duplicate CSC keys.** See Employee Handbook, page 6, for key policy. **Please pick up keys within 14 days.**

Printed Employee Name: _____ Title: _____	
Employee Phone Number: _____	Employee Email: _____
Keys Requested (list building, room number, and core number): _____ _____	
Rationale for Keys Requested: _____	
Printed Name of Supervisor: _____	
Supervisor Signature (approving individual to have keys) _____	Date _____
Printed Name of Building Manager: _____	
Building Manager Signature (approving individual to have keys) _____	Date _____

<b>Vice President or Dean of Students Review:</b>	Approved	Denied
<b>Vice President or Dean of Students Signature:</b> _____	Date: _____	
<b>After signature approval, form must be sent to Maintenance via WebTMA attached to a work order.</b>		

<b>*Maintenance Office Assistant use only*</b>		
<b>The following is to be completed by Maintenance Office Assistant when keys are picked up.</b>		
The employee signing below has received CSC keys in order to perform their job related duties at CSC. Employee understands that keys are only for work purposes and will not be loaned or transferred to others not authorized by CSC.		
Keys Issued (Numbers): _____	Date Issued: _____	*Date Returned: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Employee Name (Print): _____		
Employee Signature: _____	Date: _____	
<i>Maintenance Office Assistant providing keys to employee:</i>		
Name (Print): _____		
Signature: _____	Date: _____	
*All keys must be returned to <b>Maintenance Office</b> upon the completion of employment or earlier, if requested by CSC. Failure to return keys may result in a hold on the employee's records and/or final payment.		
Copy Distribution: Original – Human Resources; Copy – Maintenance		2/2022