



LOCATION:

Sierra Vista/AFP

Tech Park/Pima

Douglas

Nogales

Other

EID

NAME

SUPERVISOR

Key #	Building	Room #	Date Issued	Rec'd Initials	Date Returned	Initials

Digitally signed form may be sent electronically via email.
Form may be printed, signed and turned in to key issuing office.
Key recipient must sign for keys in person.

SUPERVISOR
SIGNATURE

KEY ISSUE POLICY:

UA South keys are assigned separately by location. All keys issued by UA South become the responsibility of the employee to whom keys are assigned to.

Please be aware that you may be held accountable for any re-keying costs if you lose or misplace your keys.

All UA South key recipients must agree to the following: Keys must be signed for personally by the individual to whom they are issued.

- Keys are NOT to be loaned or utilized by any other employee or non-employee at any time.
- Fully lock and secure doors that are to remain locked.
- Do NOT pass on keys that are no longer needed.
- In no case are you authorized to duplicate any UA South issued keys.
- Keys and tags will not contain business identifying markings.
- Lost keys must be reported immediately to issuing office - _____

EMPLOYEMENT TERMINATION:

All keys must be returned to the issuing office on the last day of employment, if this is not possible keys may be returned to your supervisor, it is highly recommended you ask for a signed acknowledgement listing each key individually.

By signing below you have read and understand the key policy of the UNIVERSITY OF ARIZONA SOUTH.
I acknowledge that I have been issued the keys listed above, and am responsible for all key(s) issued in my name.

Key Recipient Signature: _____ Date: _____