

This is a fillable form. Please complete the highlighted fields, sign and email completed form to Kay Vasley at kay.vasley@asu.edu.

**Key Action Form
Arizona State University**

TYPE OR PRINT CLEARLY IN INK

Keys Issued to:

(1) Date _____

(2) Last Name _____ First/M.I. _____ (3) *Affiliate ID _____

(4) College/Department Name CLAS/Psychology (5) Dept. Code B1728 (6) Mail Code 1104

(7) PO9 Number _____

(8) Keys Requested

(a) Building Name	(b) Room Number	(c) Hinge Number	(d) Building Number	(e) Key Code	(f) Key Number	(g) Transfer From	Office Use Only Return Date

(9) 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 and sign 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 13-3715 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 reserves 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.
- Broken or bent keys must be returned to Facilities Management for replacement.

I have read the above Responsibility Statement and agree to abide by it:

Authorizer's Affiliate ID

(10) Keyholder Signature

(11) Date

(12) Authorized Signature

Phone #

(13) Date