

Receipt and Responsibility for Keys

COMPLETE PART 1 AND SEND TO THE:
LOCK SHOP - FACILITIES OPERATIONS & MAINTENANCE
6 Leavitt Lane, Phone ▶ 603-608-9195
Email ▶ Thomas.Neal@unh.edu

Part 1:

Initial request

Transfer

Replacement (reason for) *(Form not required for bent, broken, or worn keys – contact the Lock Shop.)*

Issued to:

Name;

Position

ID:

Name of Building:

Door #(s)

Chairperson, Dean, Director:

Department:

I accept the key(s) listed below with the following understanding:

Keys issued to me are the property of the University of New Hampshire (UNH), and are on loan to me. Keys are intended for my personal use only, and will not be loaned, or duplicated. If my key is lost or stolen, I will notify the Lock Shop. I understand that should a key be misplaced, I will pay UNH **\$1.00** to replace an office key, and **\$5.00** for a building exterior, or master key. In the event I should take a leave of absence, extended medical leave, or any other temporary leave, I will return my keys to the Lock Shop, where they will be held for safekeeping until my return. **It is my full responsibility to return this property to the Lock Shop in the event I leave UNH.**

Signature:

Part 2: *(For office use only.)*

Key# (Issue#):

Date Issued:

By:

Date Transferred:

Date returned:

Date replaced:

Key(s) received by:

Date: