



**PLANT OPERATIONS AND MAINTENANCE  
KEY ISSUANCE & RETURN FORM**

Palomino ID: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Dept./Division: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Ext. Number: \_\_\_\_\_

Issue ☐ Inventory ☐

Full Time ☐ Part Time ☐

BLDG. NAME	DESCRIPTION (Class, Office, Desk, etc.)	ROOM #	INVENTORY			
			For office use only			
			KEY #	KEEP/DATE INITIALS	RETURN/DATE INITIALS	LOST/DATE INITIALS

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Approval Date

\_\_\_\_\_  
Dean/Director's Approval Date

\_\_\_\_\_  
VP/Chief Officer's Approval Date  
(Required for Mini Master Keys)

\_\_\_\_\_  
President's Approval Date  
(Required for Master Keys/Building Entrance Keys)

\_\_\_\_\_  
Employee's Signature Date  
(Employee's signature indicates keys have been received)

**By signing this form**, you acknowledge that you are responsible for the keys issued to you. Keys are assigned to you personally, are not transferable to other employees, and must be returned directly to the Physical Plant upon the end of use or employment—not handed off to another individual. The replacement fee for lost or unreturned regular office keys is \$50 per key. For mini master and master keys, the replacement fee is \$150 per key. Employees will not be officially released from employment until all keys have been returned. Clearance forms must be signed by the Physical Plant Department.