



BOISE STATE UNIVERSITY

FACILITIES OPERATIONS and MAINTENANCE (FOM)

svcreqs@boisestate.edu

Mail Stop: 1270

Fax No: (208) 426-1892

KEY REQUEST/ LOST/ STOLEN OR RETURN FORM

KEYS ARE A SECURITY ITEM, NOT A CONVENIENCE (PLEASE MAKE READABLE)

KEYHOLDER NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

EMPLOYEE / STUDENT ID #: \_\_\_\_\_

KEYHOLDER PHONE #: \_\_\_\_\_

STRING ACCOUNT #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

Fees

- \$30.00 Flat Labor Rate
\$15.00 per Building/Door Key
\$ 5.00 per Furniture/Misc. Key

DEPT. CONTACT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_

KEY REQUEST

All key requests require a Department Head, Department Chair or Dean's personal signature. (Signature stamp or authorized signature not acceptable.) Generally, it takes about 3 business days to process a Key Request and make the key. You will be called when your key is ready. Only the person for whom the key was requested will be able to pick it up unless previous arrangements are made. A picture ID is required.

Department Head/Chair/Dean Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Ext: \_\_\_\_\_

Department Head/Chair/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KEY INFORMATION

Table with 6 columns: Building Name, Room, Key Number, Furniture Key, Quantity, HOOK #

LOST / STOLEN KEY REPORT

The above key(s) were lost or stolen on \_\_\_\_\_ at/from \_\_\_\_\_

Reports of lost/stolen keys are forwarded to:

MAIL STOP

- Dept. Head
Dean of the School
University Security
Risk Mgmt.
VP of Finance & Admin

KEY RETURN

No signature is required. Please complete the information above and provide the keys with the form.