



NEW MEXICO TECH CAMPUS POLICE

KEY APPLICATION & ISSUANCE FORM

Return Completed Form to Campus Police Key Office Located in the Student Activity Center (S.A.C) - Room: 110

**Student Key Deposits are required before issuance and are completed at the Cashiers Office - Fidel Room: 216*

REQUESTOR

Name: _____ 900# or ID #: _____

Email Address: _____

Affiliation: EMPLOYEE STUDENT VISITING STUDENT OR SCIENTIST

*\$\$/Key Deposit Required

Request Type: NEW KEY BROKEN LOST REPLACEMENT

Department/Division: _____ Department Phone#: _____

Department Account#: _____

REQUESTED KEY(S)

BUILDING	ROOM	KEY#	KEY CODE	ISSUE DATE	RETURN DATE
WORK ORDER#:					
KEY CONTROL USE ONLY					

AUTHORIZATION SIGNATURES

By signing I acknowledge that the above-named individual/requestor is authorized to have keys to the listed rooms, facilities, or buildings specified as a requirement of their official affiliation to the New Mexico Institute of Mining and Technology. Furthermore, I acknowledge that I have the authority or responsible control of these listed rooms, facilities, or buildings to authorize such access.

Supervisor or Division Head

Name (Print): _____ Signature: _____ Date: _____

Vice President Approval (For Master Keys Only)

Name (Print): _____ Signature: _____ Date: _____

KEY ISSUANCE AND RETURN

By signing the key form and accepting possession of the key(s) I acknowledge that any unauthorized possession, use, or reproduction of a University key may constitute theft or misappropriation of University property and could lead to prosecution under NMSA 1978, § 30-14-2. An employee who violates this policy may also be subject to disciplinary action up to and including termination. Employees may use University keys and access cards for access to their assigned work areas and should lock doors when leaving their work area or during all after-hours access. Employees may not lend or exchange an assigned key or key code. Employees must ensure that keys and key codes are safeguarded and properly used.

I understand that upon leaving campus for an extended period of time the key(s) must be returned to the key office and that return of the issued key(s) is required before issuance of final paychecks, grades, or diplomas will be authorized. All Keys must be returned to the Key Office in accordance with all applicable New Mexico Tech Employee and Key Control Policies.

Name (Print): _____ Signature: _____ Date: _____

KEY CONTROL OFFICER

Issued By: _____ Date of Issue: _____

Received By: _____ Date of Return: _____