

**THE PUBLIC BUILDING AUTHORITY
LOCK AND KEY SERVICES FORM**

Request Date: _____

Please Mark Appropriate Box:

Request Key (original)	<input type="checkbox"/>	Key ID Number:	_____
Return Key	<input type="checkbox"/>	Key ID Number:	_____
Create Duplicate Key	<input type="checkbox"/>	Key ID Number:	_____
Transfer Key	<input type="checkbox"/>	Key ID Number:	_____
Replace Lost Key	<input type="checkbox"/>	Key ID Number:	_____

Name: _____ Title: _____

Employee ID Number: _____ Telephone Number: _____

Circle One: City/ County/ PBA Employee/ MPC/ Contractor

<u>Building</u>	<u>Room No.</u>	<u>Department</u>	<u>Justification</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AGREEMENT: I agree that this key(s) has been issued to me and shall be promptly returned to Safety and Services upon my termination from this position and/or is no longer required in connection with my current duties. I further agree that I shall not permit copies of the key to be made or permit any unauthorized use of key by others.

Key Holder's Signature
(Upon Receipt of Key)

Department Head
(Upon Initial Request)

OFFICIAL USE: PBA reserves the right to charge \$10 for lost, stolen, or unaccounted for keys.

Date Received: _____

Memo: _____

Work Order Request Date: _____

Work Order Completion Date: _____

Key Brand: _____
