

EMPLOYEE KEY REQUEST FORM

New Orleans Baptist Theological Seminary

(To be authorized by department head and/or senior administrator ONLY)

Procedure:

- 1.) Fill this form out completely and accurately for ***EACH*** employee.
- 2.) Fax the form to 8582 ***or*** inter-office it to Facilities / Attn: Jesse Morea ***or*** email to turnaround@nobts.edu

Employee's name: _____ NOBTS ID# _____
(Last) (First) (MI)

Employee's email - _____

Position/Title: _____ Dept. Acct. #: _____

List key(s) needed:

1. Door/area that key opens: _____
2. Door/area that key opens: _____
3. Door/area that key opens: _____
4. Door/area that key opens: _____

All keys shall remain the property of the Seminary. Upon termination or transfer of employment, all keys shall be immediately returned by the employee to the Facilities Office. **A new Key Request Form must be submitted for all keys.** A \$10.00 fee shall be charged for each lost or non-returned key. A \$115.00 fee shall be charged for damage to a cylinder (cylinder \$60.00, labor \$55.00). A \$125.00 fee shall be charged for damage to a handle.

Department Head / Senior Administrator signs here for approval

*No key will be issued without the proper authorization from the appropriate department head **or** a senior administrator.*

Authorized by: _____ Title: _____
(Please Print) (Department Head) **OR** (Senior Administrator)

Signature: _____ Date: _____

Recipient signs here upon receipt of key(s)

Received by: _____ Signature: _____ Date: _____
(PRINT name)

If you will have another person pick up the key for you, please fill out this section:

I _____ authorize _____ to pick up this key for me.
(PRINT employee's name) (PRINT name)

(employee's signature)

Office Use Only

Issuer: _____ Issuer Signature: _____ Date: _____

Comments: _____

Transfer from previous employee to new employee in same department

(If ALL keys for the new employee are from a former employee, complete the recipient section above ***with signatures*** and then provide the information indicated below)

The key(s) _____ were returned by _____ and given to _____.
List key(s) (print name of old employee) (print name of new employee)