

# Department of Geology Key Request Form

Complete only the **top box** of this form. Complete **one form for each key**.

Return the signed form to the mailbox for Vickie Searight in the Main Office: Cooke 126.

You will be notified by email when your key request is ready for pickup.

Questions regarding keys may be submitted by email to [glyadmin@buffalo.edu](mailto:glyadmin@buffalo.edu)

Last Name

First Name

Requested by (print): \_\_\_\_\_  
*First Name* *Last Name*

Email: \_\_\_\_\_@buffalo.edu Phone Number: \_\_\_\_\_

Key Usage: \_\_\_\_\_  
*Description of space / cabinet / object the key opens. (Ex: Room name, specific person's lab, specific office.)*

Building & Room no.: \_\_\_\_\_ Key #: \_\_\_\_\_  
*4 or 5-digit code (If known)*

The person accepting the keys agrees to the following.

- **Each person to whom a key is issued is responsible for always maintaining control over the key** (e.g.: do not loan the key to others). Initial: \_\_\_\_\_
- **Lost keys must be reported immediately.** Initial: \_\_\_\_\_
- **Keys that are not returned may incur re-keying fees.** As an example, in 2015 a lost teaching submaster key cost \$476. Initial: \_\_\_\_\_
- **Keys are to be returned when no longer needed or when the person to whom issued separates from the university** (program completion, resignation, etc.). Initial: \_\_\_\_\_

Requester's Signature: \_\_\_\_\_  
*(Person checking out keys)* *Signature* *Date*

Approver: \_\_\_\_\_  
*Printed Name* *Signature* *Date*

Comments/Notes: \_\_\_\_\_  
\_\_\_\_\_

## FOR OFFICIAL USE ONLY

### Keys Dispensed

Distributed: \_\_\_\_\_  
*Distributor's Name* *Date*

Check when completed:  
Recorded in Database:

### Keys Returned

Received: \_\_\_\_\_  
*Receiver's Name* *Date*

Check when completed:  
Updated in Database:  Returned to Inventory:

## FOR COMPLETION WHEN RETURNING KEY

I, \_\_\_\_\_, certify that I have returned this key, and that I have accounted for all other keys that have been assigned to me, on \_\_\_\_\_ (Date)

Signature: \_\_\_\_\_