

- I. Any faculty or staff member who needs a key for offices or labs should contact his/her supervisor.
- II. The employee will initiate a request on a Key Request Form and submit the request to his/her academic department dean or supervisor for approval. For academic departments: The required approval will be that of the academic department dean unless the key requested is a sub-master. If the requested key is a sub-master, the Chief Academic Officer must also approve the request. For non-academic offices: President's Staff approval is required for all keys requested. After an appropriate level of approval is obtained, the approving authority will forward the request to the key issuing department.
- III. The approved request will be processed as quickly as possible. Keys may be picked up at the Physical Plant Building on the Hardin Valley Campus following email notification. Arrangements may be made to pick up keys at other campuses if necessary.
- IV. Keys must be returned when an employee is no longer employed.

Approved: Executive Council, March 4, 1991

Editorial Changes, May 4, 1993

Approved: President Allen G. Edwards, September 9, 1997

Approved: President Allen G. Edwards, October 10, 2001

Reviewed & Recommended: President's Staff, December 11, 2006

Approved: President Allen G. Edwards, December 11, 2006

Editorial Changes, July 2008

Reviewed/Recommended: President's Council, November 25, 2013

Approved: President L. Anthony Wise, Jr., November 25, 2013

Attachment I

KEY REQUEST FORM

Last Name First Name Middle Name

P #/ Department/Account Number

To KEY CONTROL DEPARTMENT: I request that the above person be issued a key to open room(s)_____

Located in Building_____

Check box if temporary issuance - keys must be returned to room to Public Safety Department (A-141) by _____
Date

Signed (Dept. Head) Position Date

Approved by President's Staff member if required