Key Action Form
Arizona State University

(1) Date __________

(2) Last Name ________________  (3) *Affiliate ID ________________
(4) College/Department Name  SEMTE  (5) Dept. Code  B1343  (6) Mail Code  6106

(7) P09 Number ________________

(8) Keys Requested

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Room Number</th>
<th>Hinge Number</th>
<th>Building Number</th>
<th>Key Code</th>
<th>Key Number</th>
<th>Transfer Form</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>RETURN DATE</td>
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(9) Responsibility Statement: ASU strives to provide a safe, secure environment. Your proper use and handling of assigned University keys can help to maintain this environment. To ensure you understand and accept your responsibilities as a University key holder, please read and sign below.

Per University Key Policy:
- The Keyholder is personally accountable for all University keys issued to them.
- If the key(s) is transferred to someone else or returned to the department, it is the Keyholder’s responsibility to see the key(s) has been cleared from their records.
- University keys may not be reproduced (duplicated).
- Misuse of a University key is punishable under Section 13-3715, and is also subject to administrative disciplinary action by the University.
- Loss of, or failure to return an assigned key, may make the Keyholder subject to a replacement fee.
- The University reserves the right to charge the Keyholder for any rekeying due to the loss of an assigned key.
- Lost or stolen keys must be reported to ASU Police Department within 24 hours of discovery of the loss or theft.

I have read the above Responsibility Statement and agree to abide by it: ____________________________

(10) Keyholder Signature  (11) Date __________  (12) Authorized Signature  Phone# __________  (13) Date __________

Office Use Only

Authorized PD Signature ____________________________  Date __________

Authorized Dept. Pickup Person ____________________________  ASU I.D.# ____________________________  Date __________

*Non-ASU personnel must request a Courtesy Affiliate ID through their ASU sponsor department.