



Key Control Form

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

First Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Department: \_\_\_\_\_

Building	Room #	Key Type (Master/Sub-Master...)	Key Number
		To be completed by the Facilities Department	

Key Issue Policy

Please complete the information and obtain authorization signatures, then submit to the Security Department. These key(s) are the property of Yeshiva University. Employees are responsible for all keys assigned to them. Formal receipt is required for all keys issued by the University. Keys may not be duplicated, loaned or utilized by any other employee or non-employee at any time. If keys are misplaced, lost or stolen, it is the employee's responsibility to notify the YU Security Department as soon as practically possible. Replacement and additional keys (when authorized) are available at a cost of \$75 each. Keys and tags shall not contain any marks or wording which identifies the University or any of its locations. When an employee leaves or transfers from a particular department keys may not be given to a replacement employee and must be returned to the YU Security Department.

At termination of employment, employees are required to turn-in all keys which have been assigned and issued. The YU Security Department will determine, in their sole judgement, when entry locks must be re-keyed when keys are unaccounted for. The cost of replacing and/or re-keying locks may be charged to the employee or the department to whom the key was assigned.

I have acknowledge receipt of the key(s) listed above and assume full responsibility for their proper use until they are returned to the Yeshiva University Security Department.

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

Date: \_\_\_\_\_

Authorized by (Dean/ Program Director/Departmental Director): \_\_\_\_\_

Date: \_\_\_\_\_ Index to bill if needed: \_\_\_\_\_

Approved by Facilities/Security Department: \_\_\_\_\_

Date: \_\_\_\_\_

Date returned: \_\_\_\_\_

Return received by: \_\_\_\_\_