

# Key Request Form

**Instructions:** To order a key, fill out this form, get signature authorization from your division leader, and bring the completed form to the Key Control Officer. Allow five (5) working days for key to be issued.

By signing this form, the recipient agrees to notify the Key Control Officer if the requested/issued key is lost or stolen. The recipient also agrees to reimburse Hope Aglow Empowerment Center \$25.00 for each key that is not returned. This is to defray the cost of each lock cylinder that must be re-cored.

## Part 1 ~ Key Request (Please Type or Print)

Date: \_\_\_\_\_ Requester Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Member #: \_\_\_\_\_ ID# if contractor: \_\_\_\_\_

Status (Check One):

Minister  Employee  Division Leader

Board of Directors  Department Leaders  Volunteer Staff

External Contractor From \_\_\_\_\_ Expected Date of Key return \_\_\_\_\_

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

## Part 2 ~ Key Request Approval

Requesting Department: \_\_\_\_\_ Dept. Email \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_

Division Leaders Name: \_\_\_\_\_ Signature \_\_\_\_\_

## Part 3 ~ Key Control

**Hand Receipt #** \_\_\_\_\_

Key Control Officer: \_\_\_\_\_

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

**Key(s) agreement:** "By signing below I recognize that the key(s) issued to me today are the property of Hope Aglow Empowerment Center (HAEC). I accept responsibility for its (Their) use and security. I understand that the key(s) is (are) not to be duplicated nor transferred to any other individual. I will return the key(s) to the Key Control officer by the expected date of return, or upon termination or transfer within. I understand that failure to return the key(s) will result in a \$25.00 per-key charge. Expected Return Date: \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

Room # \_\_\_\_\_ Key # \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

Date of Issuance: \_\_\_\_\_ Recipient Signature: \_\_\_\_\_