

KEY PERMISSION LETTER

I, _____ give _____
(Office Tenant) (Department Administrator)

permission to hold a key to my office in room _____ in the _____ Building.

I also understand that _____ agrees to accept this key under the
(Department Administrator)

following conditions:

- a) No duplicate key may be cut.
- b) Lost keys must be reported to the Dean's Office Key Coordinator immediately.
- c) All keys must be returned to the Key Coordinator in the Dean's Office on termination of employment.
- d) A \$25.00 fee will be charged for each key held if lost or not returned upon termination of employment.

I understand this key will only be used for purposes pertaining to normal administrative tasks. This key will also be used for emergency access to my office should it be required.

Signature

Date