



This form is to be completed by the Contractor, signed and returned to the LSU Facility Services Project Manager.

Requestor Information:

T-38 Project PDC Project Other

Company Name Due Date

Last Name First Name 89 # Phone Number

Email Address Date

Key Information:

Building Room # Key Code Comments

Building Room # Key Code Comments

Building Room # Key Code Comments

Approval:

Project Manager (Printed Name) Signature Date

Issuance Agreement:

I acknowledge receipt of the above listed key(s) and adhere to the key control policies and procedures as per the University Rules and Regulations:

- A. Key(s) remain the permanent property of Louisiana State University.
- B. Individuals may not loan keys to anyone.
- C. Only an LSU locksmith may duplicate LSU key(s).
- D. Building Coordinators are the only authorized individuals to unlock doors, and only when they are certain that the individual is authorized to be in the building/room/area.
- E. Upon termination of contract, key(s) must be returned to Facility Services. A fee will be charged for each unreturned key, plus the cost to replace each core that the key operates. (Master Keys will open multiple cores) During periods of extended leave or a leave of absence from the project, key(s) must be returned to Facility Services.
- F. If a key is lost or stolen, the Project Manager and LSU Facility Services must be notified. Also, a police report must be filed with LSU PD and a copy of the report must be attached to the FS Work Order.

Signature (Sign Only Upon Receiving Keys) Date

Signature (Sign Only Upon Returning Keys) Date

Approval Signature (Facility Services Lock Shop) Date