



SUNY Institute of Technology
100 Seymour Road
Utica, New York 13502



KEY REQUEST FORM

Date Requested: _____

Issue key(s) to _____
Last First M.I. Department

Last five digits of requester's SUNYcard U number: _____ Fac/Staff Student
(Circle one)

Approved by: _____
Supervisor's name typed or printed Supervisor's signature (stamp not acceptable)

Approved by: _____
University Police

FOR EXTERIOR DOOR AND MASTER KEYS
APPROVAL FROM VICE PRESIDENT FOR ADMINISTRATION: _____

BUILDING	ROOM #., DESK, CABINET, PADLOCK #	KEY NO.	ISSUED	
			DATE	SIGNATURE

Keys to be picked up in the University Police Office, Kunsela Hall, B126

INFORM UNIVERSITY POLICE OF LOST KEYS IMMEDIATELY

STUDENTS MUST RETURN KEYS BY THE END OF THE SEMESTER OR ALL GRADES AND TRANSCRIPTS WILL BE HELD.

KEYS THAT ARE NOT PICKED UP WITHIN 30 DAYS WILL BE RETURNED TO FACILITIES AND A NEW KEY REQUEST FORM WILL BE NECESSARY.

DO NOT CARRY KEYS THAT YOU DO NOT NEED

In receiving these keys, I understand that they are the property of the SUNY Institute of Technology. They will not be duplicated nor given to another person for any reason. Individuals will be charged a non-refundable fee of \$20 for the replacement of a lost key and \$75 for every core lock that has to be replaced. In cases involving master and sub-master keys, there will be an additional charge made equal to the actual cost of replacing other keys necessary to fit replacement core locks. I also agree to surrender my keys to the University Police Office on request.

Date: _____

Signed: _____

Distribution: Original – University Police

Copy – Requestor when key is picked up