



# Key Issue Agreement

Key Holder: \_\_\_\_\_ Position: \_\_\_\_\_  
Last First MI

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

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Work Status:**

Full Time Employment:  Part Time Employment:  Other:

**Key Type and Cost:**

- M = Master Key ..... \$100.00
- ISM = Interior Sub Master ..... \$ 50.00
- I = Interior Key ..... \$ 35.00
- P = Pad Lock ..... \$ 25.00

QTY	BUILDING	ROOM #	KEY TYPE	KEY HOLDER STAMP	KEY COST

Key Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Cost Total: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

I, the undersigned will agree to pay Northern New Mexico College the total amount due in the event of key loss incurred by me.

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair/Director/Supervisor

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean/Provost

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Facilities Director