



# Key Return Agreement

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

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

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

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

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

**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 COST TOTAL BALANCE \$** \_\_\_\_\_ **COST TOTAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

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