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| NORTH CENTRAL TEXAS COLLEGE | KEY REQUEST FORM |
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| DATE OF REQUEST: | DEPARTMENT REQUESTING KEY: | DEPT EXT NO. |
| NAME: | DEPARTMENT: | BLDG #: ROOM #: |
| TITLE: | CAMPUS: | EXT: MOBILE (optional) |
| E-MAIL: | @nctc.edu | |

| Key(s) is/are needed for the following buildings/rooms at the times indicated below: | | | | | | | | | |
|--|--------|-----|-----|-----|------|-----|-----|-----|--------------|
| BLDG # | Room # | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Hours Needed |
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Justification for Issuance of Keys:

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| Signature of Approver | Approver Name (Printed) |
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Each college/department is responsible for advising all exiting or transferring employees of their obligation to return NCTC key(s) to Administrative Services prior to leaving campus. Employees failing to return key(s) before transferring to another department or leaving NCTC may have a hold placed on their next paycheck. If a hold is placed on the final paycheck it can only be removed by returning key(s) to Administrative Services or by paying the appropriate fee of **\$25.00 per CLIQ key issued on each uncollected key**. The intent is not to collect fees but to demonstrate that uncollected keys seriously compromise the security of the campus. With my signature below, I understand that this key is the property of NCTC and its loss will be reported immediately to Administrative Services. I also agree to accept all financial responsibilities associated with replacing key should it be lost in the amount of **\$25.00 per lost CLIQ key**. I will not duplicate or transfer this key to any other person. In signing this form, the employee and supervisor understand and agree that they may be held responsible for any liability issues (including expenses) related with the issuance or replacement of the key. I acknowledge and agree to abide by North Central Texas College policy and procedures.

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| Date key issued: | Issuer (signature) |
| Date key delivered: | Person receiving key (<i>signature</i>) |
| | Person receiving key (printed name) |

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| <u>(See reverse for instructions)</u> | <u>I.D. REQUIRED WHEN KEY IS ISSUED</u> | <u>As key holder, I acknowledge and accept the terms of this Key Request</u> |
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| Date key returned: | Receipt of Returned Key (<i>signature</i>) |
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