

Employee Key Agreement Form

Disclaimer

- Key(s) issued are the responsibility of the employee / student, and not subject for loan to a third party.
- A \$40 per key administrative fee will be assessed for any lost or stolen keys to cover re-keying / re-stocking expense. Fee is payable to the University of Kentucky.
- Employee / student is required to return all keys in their name to the ISM Administrative Assistant or ISM Facilities Manager, and sign key return portion of agreement form prior to leaving the college.
- Employees leaving the college will be invoiced the \$40 per key administrative fee for keys not returned.

Key Check Out

Date: _____

First Name: _____

Last Name: _____

Phone: _____

Cell Phone: _____

UK Email Address: _____

Other Email: _____

UKID #: _____

Supervisor /
Advisor: _____

Room #: _____

Key #: _____

I acknowledge that I am aware of and understand the Institute for Sustainable Manufacturing key policy above.

Employee / Student: _____

Supervisor / Advisor: _____

Office Admin: _____

Key Return

Date: _____

Employee / Student Signature: _____

Room #: _____ Key #: _____

Office Personnel Initials: _____