

SAMPLE ONLY

NORTHWESTERN OKLAHOMA STATE UNIVERSITY

Alva – Enid – Woodward

Physical Plant Office – Key Control

Last Name:		First:		MI:	
ID:	Dept:	Title:			
Description:					
KEYS held by this EMPLOYEE=					
Key Number	Level	Keyway	Description	Issued	Due

KEY HOLDER'S AGREEMENT

I, the undersigned, acknowledge receipt of the keys designated above, and agree to the following terms:

1. The key described herein remains the property of the state of Oklahoma and Northwestern Oklahoma State University.
2. This key is entrusted to me for my exclusive use. I will not duplicate, loan, transfer, exchange, misuse, modify, alter, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft, or destruction immediately to my department and Key Control.
4. If this key becomes lost, stolen, or other not available for return, I will pay the key replacement charge.
5. When I terminate employment or no longer need this key, or upon demand from Key Control, I will return it promptly, in person, and ONLY to the Northwestern Oklahoma State University Key Control Officer. If I do not return this key, I agree to all of the following terms:
 - a. I will pay the current key replacement charge (\$25 per individual key);
 - b. I will, if required, pay for the cost for re-keying all affected locks;
 - c. A disciplinary reprimand may be entered in my permanent personnel record.

Signature of Employee

Rev (0609)

Today's Date