EMPLOYEE KEY REQUEST FORM
New Orleans Baptist Theological Seminary
(To be authorized by department head and/or senior administrator ONLY)

Procedure:
1.) Fill this form out completely and accurately for *__EACH__* employee.
2.) Fax the form to 8582 *or* inter-office it to Facilities / Attn: Steven Whatley *or* email to maintenance@nobts.edu

Employee's name: _____ NOBTS ID# _____
               (Last)   (First)   (MI)

Employee's email - _____

Position/Title: _____ Dept. Acct. #: _____

List key(s) needed:
1. Door/area that key opens: _____
2. Door/area that key opens: _____
3. Door/area that key opens: _____
4. Door/area that key opens: _____

All keys shall remain the property of the Seminary. Upon termination or transfer of employment, all keys shall be immediately returned by the employee to the Facilities Office. **A new Key Request Form must be submitted for all keys.** A $10.00 fee shall be charged for each lost or non-returned key. A $115.00 fee shall be charged for damage to a cylinder (cylinder $60.00, labor $55.00). A $125.00 fee shall be charged for damage to a handle.

Department Head / Senior Administrator signs here for approval
*No key will be issued without the proper authorization from the appropriate department head **or** a senior administrator.*

Authorized by: _____ Title: _____
                (Please Print)   (Department Head) *OR* (Senior Administrator)

Signature: _____ Date: _____

Recipient signs here upon receipt of key(s)

Received by: _____ Signature: _____ Date: _____
             (PRINT name)

If you will have another person pick up the key for you, please fill out this section:

I _____ authorize _____ to pick up this key for me.
     (PRINT employee's name)   (PRINT name)

_____
   (employee's signature)

Office Use Only

Issuer: _____ Issuer Signature:_____ Date: _____

Comments:_____

Transfer from previous employee to new employee in same department
(If ALL keys for the new employee are from a former employee,
complete the recipient section above *with signatures* and then provide the information indicated below)

The key(s) _____ were returned by _____ and given to _____.
     List key(s)   (print name of old employee)   (print name of new employee)