

### KEY HOLDER CARD

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ OFFICE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SIGNATURE OF KEY HOLDER: \_\_\_\_\_

Keys are the property of the HSC and are for the exclusive use of the person to whom they are issued. They are not to be borrowed, loaned, rented or sold. **DUPLICATION OF A KEY IS STRICTLY PROHIBITED. KEYS MUST BE RETURNED TO THE HSC LOCKSHOP IN LUBBOCK OR FACILITIES OPERATIONS AND MAINTENANCE AT THE REGIONAL CAMPUSES AT THE END OF THE KEY HOLDER'S EMPLOYMENT OR UPON CHANGE OF SPACE OR ROOM ASSIGNMENT. KEYS SHALL NOT BE PASSED ON FROM ONE EMPLOYEE TO THE NEXT.**

AUTHORIZING SIGNATURE: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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DATE OF TERMINATION: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

DATE	KEY#	RECEIVED	RETURNED