# Key Request Form

|  |  |
| --- | --- |
| **Name** |  |
| **Phone number** |  |
| **Department** |  |
| **Cost Centre** |  |
| **Signature**(Requested through authorized staff) |  |

## Key Description

|  |  |
| --- | --- |
| **Code / Room number** |  |
| **Quantity** |  |

|  |  |
| --- | --- |
| **Code / Room number** |  |
| **Quantity** |  |

|  |  |
| --- | --- |
| **Code / Room number** |  |
| **Quantity** |  |

In accepting the above keys, I acknowledge that they are and remain the property of Ryerson University. I agree that I will not **lend**, **duplicate** or **cause or permit to be duplicated** the keys so issued to me. I further undertake to return the said keys to the locksmith at the conclusion of my relationship with, or transfer within, Ryerson University. In the event of non-return when requested, I hereby authorize Ryerson to deduct the sum of $20.00 per key from any salary/wages which may be due to me.

## Keys Received

|  |  |
| --- | --- |
| **Quantity** |  |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

## Keys Returned

|  |  |
| --- | --- |
| **Quantity** |  |
| **Name** |  |
| **Signature** |  |
| **Date** |  |