

**Athens State University
FACILITIES MANAGEMENT**

KEY RETURN FORM

DATE:

All University keys must be returned back to Facilities Management upon position change, office move, or vacation of position in order to maintain accurate inventory.

KEY(S) RETURNED BY:

<i>Faculty / Staff Name</i>	<i>Position</i>	<i>Phone Number</i>
-----------------------------	-----------------	---------------------

<i>Department</i>	<i>Building</i>	<i>E-mail Address</i>
-------------------	-----------------	-----------------------

KEY(S) BEING RETURNED:

Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>

Office Use Only
Key # _____
Key # _____
Key # _____
Key # _____
Key # _____

JUSTIFICATION:

- Leaving Athens State University
- Office Move
- Position Change
- Other

ADDITIONAL INFORMATION:

KEY(S) RECEIVED BY:

<i>Facilities Management Representative</i>	<i>Signature</i>	<i>Date of Receipt</i>
---	------------------	------------------------