



Engineering & Maintenance

KEY REQUISITION FORM

Employee Name:

WCM Employee ID:

Title:

Department:

Room Numbers:

Key Quantity:

Key Issue Agreement: In return for the loan of this key you agree:

- Not to give or loan the key(s) to others
- Not to make any attempts to duplicate or alter the key(s)
- Safeguard and store the key(s) securely
- Immediately report any lost or stolen keys to Engineering & Maintenance
- Produce or surrender the key to Engineering & Maintenance upon request
- Return the key to Engineering & Maintenance when no longer needed by the employee it was originally issued to

Employee Name:

Signature:

Dept. Approval:

Signature:

Completed forms can be sent to keys@med.cornell.edu

Date Rec'd: