

Access Technologies & Life Safety

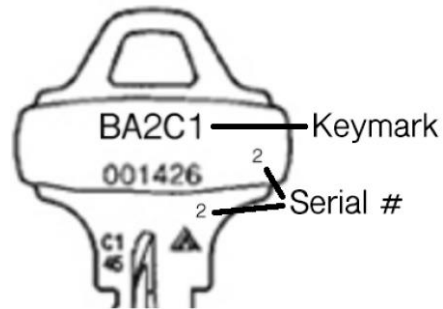
Office keys can be transferred intra-departmentally without being returned to ATLaS. This form replaces a Key Request Form if the Designee already has the key. Persons receiving keys still need to sign an Employee Key Agreement. See section IX of the CMU Facilities Services Access Procedures for details.

- **Direct** transfers from one person to another person
- **Return** transfers from a person back to the department's secure key box
- **Issue** transfers from the department's secure key box to a person

TRANSFER TYPE: Direct Return Issue

KEY(S) BEING TRANSFERRED:

Keymark	Serial #
_____	_____
_____	_____
_____	_____



COMING FROM:

Last Name: _____ First Name: _____
 CMU ID: _____

GOING TO:

Last Name: _____ First Name: _____
 CMU ID: _____ Position/Role: _____

**THIS FORM MUST BE SUBMITTED BY A PRESIDER OR DESIGNEE TO
 ATLAS@COLORADOMESA.EDU**

_____ Department _____ Designee Name/Signature _____ Date