

Employee: MARY MAVERICK
 Employee ID: 700XXXXXX
 Department: FACILITIES SERVICES
 Type: STAFF
 Title: EXAMPLE

Key	Issued	Due
B4D10-1	06/23/2016	

I, the undersigned, acknowledge receipt of the keys designated above. I agree not to loan, give possession of, misuse, modify or alter the above keys. I further agree not to allow or contribute to the making of any unauthorized copies of the above keys.

I understand and accept the terms and responsibilities discussed in Colorado Mesa University Facilities Services' Access Procedures. I further understand that there may be financial expenses for the remediation of lost keys.

Printed Name_____

Date_____

Signature_____