ASU DPc Key/Vendor Card Request

Complete all **YELLOW HIGHLIGHTED** areas only. **INCOMPLETE FORMS WILL DELAY PROCESSING.** Type or print clearly in **BLUE** or **BLACK** ink only. Scan completed forms to **color PDF** and email to dpckeys@asu.edu or deliver originals to ASU DPc Facilities – POST 203. **Allow 24-36 business hours for processing.**

Key holder:

Last Name	First Name, M.I.	M.I.	ASU Affiliate ID #

Fac/Staff		Undergrad		Grad Asst		Other	

Department or Vendor	PO # or Agency/ORG	Mail Code	Affiliation (place X in one box above)

Area Access/Key(s) Requested:

Building Name & Building Number or Area	Room Number (s)	Key Code/Badge Number	Sequence Number	**OFFICE USE ONLY -** RETURN INFORMATION		
				Accepted by	Date	Notes
SELECT						

Responsibility Statement: ASU strives to provide a safe, secure environment. Your proper use and handling of assigned ASU DPc keys can help to maintain this environment. To ensure you understand and accept your responsibilities as an ASU DPc key holder, please read and sign below.

Per Arizona State University Key Policy:

I am **personally accountable** for all ASU keys/vendor cards issued to me. I understand that only I am the only person who can pick up keys/vendor cards issued to me. Upon departure from ASU or when keys/vendor cards issued to me are no longer needed, **I or my Departmental Key Coordinator must personally return all keys/vendor cards directly to ASU DPc Facilities to Post 203**. I cannot transfer this responsibility to another individual EXCEPT the Departmental Key Coordinator. If I lose or fail return a key that is issued to me, then I may be subject to associated replacement or rekeying fees.

I must not reproduce (duplicate), exchange, transfer to another individual, or loan any ASU key. Misuse of an ASU key is punishable under A.R.S. § 13-3715, and is also subject to administrative disciplinary action by ASU.

ASU reserves the right to charge the key holder for any rekeying due to the loss or non-return of an assigned key. The minimum charge is $50 per affected door. Lost or stolen keys must be reported immediately to ASU Police at 602.496.3456 (UCENT 114) **AND** ASU DPc Facilities 602.496.1511 (POST 203) within 24 hours of discovery. Broken, damaged, or bent keys must be returned to ASU DPc Facilities for replacement at POST 203.

My signature below indicates that I have read and agree to abide by the Responsibility Statement and the Arizona State University Key Policy:

Key holder Name - **PLEASE PRINT IN ALL CAPS**	*Key holder Signature*	*Phone*	*Date*
Authorized Signature- **PLEASE PRINT IN ALL CAPS**	*Authorized Signature*	*Phone*	*Date*

OFFICE USE ONLY - ISSUE INFORMATION

Key holder Signature – upon receiving key(s)	*Phone*	*Date*
Authorized ASU DPC Facilities Signature – upon issuing key(s)	*Time*	*Date*