

Unit Master/Sub-Master Authorization/Agreement Form

I, _____, have READ and UNDERSTAND my responsibilities and the consequences of my actions as a sub-master keyholder and ASUP employee. I have initialed all items listed below.

Justification for request: _____

- _____ I have read and agree to abide by ASU Police Department Policy – PDP 206.
- _____ I agree that sub-master key(s) will only be used to perform my job.
- _____ I agree to lock the sub-master key(s) in an approved location when not in use.
- _____ I understand that the sub-master key(s) **may not be taken off-campus**.
- _____ I understand that **loaning or exchanging** any university key **is a violation of State Law**, ARS 13-3715*.
- _____ I understand that violation of ARS 13-3715 is a class 3 criminal misdemeanor, subject to prosecution.
- _____ In the event of loss/theft, I will file a loss/theft report with ASU PD within 24 hours of the discovery of the loss/theft of a university key.
- _____ In the event of loss/theft, I may be subject to a \$500 fine for each occurrence regardless of the number of keys.
- _____ I understand that a replacement key will be provided only with a Police Report and proof of payment for any fines.
- _____ I understand that if an incident occurs in any area to which I have a sub-master key, I will be a suspect and will be questioned by ASU PD.
- _____ I understand that I am subject to administrative disciplinary action by the University for violation of any of the above items.

Print/type Name of ASUP keyholder

Signature

Date

* ARS 13-3715 - Unauthorized manufacture, duplication, use or possession of key to a public building

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As the unit head of the individual requesting a sub-master key, I have read, understand and agree to the responsibilities listed above for the possession of a sub-master key. I understand that if keys are lost or stolen my unit is subject to a fine not to exceed \$10,000 per occurrence.**

I authorize the individual listed above to have sub-master key(s) as requested on their Key Action Form.

Print/type Name of Unit

Print/type Name of Unit Head**

Signature

Date

** Unit head - academic VPs, and deans or non-academic VPs, deans or directors.

NOTE: ASU Polytechnic does not issue master keys. Access to master keys is provided solely through the ASU Polytechnic Facilities Management Key System when required justification and approvals are provided.