



SUNY Polytechnic Institute
100 Seymour Road
Utica, New York 13502

KEY REQUEST FORM

Date Requested: _____

Issue key(s) to _____
Last First M.I.

Requestor's SUNY card U number: _____ Phone number: _____

Department: _____ Fac/Staff Student Grad Student Other _____
(Circle one)

Approved by: _____
Supervisor's name typed or printed Supervisor's signature (stamp not acceptable)

Approved by: _____
University Police/Chief of Police

BUILDING	ROOM #., DESK, CABINET, PADLOCK #	KEY NO.	DATE Issued	<u>CCURE</u> <u>Access</u>	<u>Key Box Acct</u> <u>created</u>	<u>PIN# Assigned</u>

Keys to be picked up in the University Police Office, Kunsela Hall, B126

INFORM UNIVERSITY POLICE OF LOST KEYS IMMEDIATELY

**STUDENTS MUST RETURN KEYS BY THE END OF THE SEMESTER OR ALL GRADES AND
TRANSCRIPTS WILL BE HELD.**

***KEYS THAT ARE NOT PICKED UP WITHIN 30 DAYS WILL BE RETURNED TO FACILITIES AND A NEW
KEY REQUEST FORM WILL BE NECESSARY.***

DO NOT CARRY KEYS THAT YOU DO NOT NEED
DO NOT ATTACH YOUR KEYS AND SUNY ID CARD TOGETHER

In receiving these keys, I understand that they are the property of the SUNY Polytechnic Institute. They will not be duplicated nor given to another person for any reason. Individuals will be charged a non-refundable fee at the current rate for the replacement of a lost key (\$20 in 2023-2024) and (\$75 or current rate) for every core lock that has to be replaced. In cases involving master and sub-master keys, there will be an additional charge made equal to the actual cost of replacing other keys necessary to fit replacement core locks. I also agree to surrender my keys to the University Police Office on request.

Date: _____

Signed: _____