

TENNESSEE TECHNOLOGICAL UNIVERSITY  
KEY RETURN FORM

**RETURNED FROM**

NAME : \_\_\_\_\_  
First Last MI

T # : \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

DATE : \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Indicating Returning of Key(s) to Facilities

# of Keys	Building / Room # / Door	No. on key	Sequence #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RETURNED TO FACILITIES AND BUSINESS SERVICES**

DATE : \_\_\_\_\_

\_\_\_\_\_  
Signature of Facilities Staff Receiving Key(s)

Campus Box 5041 Phone # 372-3227

Any lost or stolen keys must be reported to University Police. Responsibility falls to the key holder's department and the department will be held subject to cost of recoring and replacing keys.