KEY RETURN/REISSUE FORM
FACILITIES SERVICES

To return key(s), return this form with the key(s) to the Facilities Service Center on your respective campus. **For security reasons, key(s) should not be returned by USPS or campus mail.**

For a reissued key(s), send this form to Facilities Services via email to fssc@ecu.edu (Main Campus) or hscfs@ecu.edu (Health Sciences Campus).

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**Issued to:**
ECU (Banner) ID:
Department/Unit:
Phone Number:

Check One:  ☐ Staff  ☐ Faculty  ☐ Temporary  ☐ GA/TA

**Describe Key(s):**

<table>
<thead>
<tr>
<th>Room #</th>
<th>Building</th>
<th>Serial Number</th>
<th>Grand Master</th>
<th>Master</th>
<th>Sub Master</th>
<th>Room Key</th>
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**Complete the following for reissue:**

Reissued to:
ECU (Banner) ID:
Department/Unit:
Phone Number:

Check One:  ☐ Staff  ☐ Faculty  ☐ Temporary  ☐ GA/TA

**Original Issue or Supervisor:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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</thead>
</table>
| REISSUED TO:
| Signature | Date |
| AUTHORIZATION:
| Signature | Date |

**Authorization:**

| Signature | Date |

Note: Authorization for room keys may be by Department Head, Chairman, or Director. Authorization for sub master or master key must be by Dean or AVC. See Facilities Services Standard Practice 30-3015.

1. All keys remain the property of East Carolina University
2. No key may be duplicated
3. Loss of a master key may result in rekeying an area or building at departmental expense.
4. No key may be loaned to another individual.