



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 fscc@ecu.edu (Main Campus) or hscfs@ecu.edu (Health Sciences Campus).

Issued to:	ECU (Banner) ID:
Department/Unit:	Phone Number:
Check One: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Temporary <input type="checkbox"/> GA/TA	
Describe Key(s):	

Room #	Building	Serial Number	Grand Master	Master	Sub Master	Room Key

Complete the following for reissue:

Reissued to:	ECU (Banner) ID:
Department/Unit:	Phone Number:
Check One: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Temporary <input type="checkbox"/> GA/TA	

Original Issue
or Supervisor: _____

Signature Date

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.