PowerForm Signer Information

To return a key, fill in the Requestor name and email address only. Then, click Begin Signing.

To reissue a key, fill in the names and email addresses. "Issuee/Supervisor" is the person the key was issued to originally or their supervisor. The "Reissue to" is the person that is receiving the key now. Note: Authorization for room keys may be by Department Head, Chair, or Director. Authorization for sub master or master key must be by Dean or AVC. Grand Masters are issued to police only.

Please enter your name and email to begin the signing process.

Requestor

Your Name: *

Full Name

Your Email: *

Email Address

Required Field

Enter the Name & Email of individual requesting keys, this does not have to be the person receiving keys.

Please provide information for any other signers needed for this document.

Issuee/Supervisor

Name:

Full Name

Email:

Email Address

Issuee/Supervisor – FOR REISSUE ONLY

Enter Name & Email of the individual that the keys were originally assigned to or the supervisor that currently has the keys.

Reissue to

Name:

Full Name

Email:

Email Address

Reissue to – FOR REISSUE ONLY

Enter Name & Email of the individual that the keys need to be reassigned.

Authorization

Name:

Full Name

Email:

Email Address

Authorization – FOR REISSUE ONLY

Enter Name & Email of the Department Head, Chair or Director that will be authorizing the request.

Master Key Approval

Name:

Full Name

Email:

Email Address

Master Key Approval – FOR REISSUE ONLY

Only Dean or Associate Vice Chancellor (or designee) have the authority to approve Sub Master or Master keys. Enter Name and Email

BEGIN SIGNING

Once all required fields are completed, then 'Begin Signing'

DocuSign Envelope ID: DB4F3857-9BB0-4319-96DB-3F6DE5812C24

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219
www.docusign.com

ECU

KEY RETURN/REISSUE FORM

FACILITIES SERVICES

To return key(s), return a copy of this form with the key(s) to the Facilities Service Center on your respective campus. To print a copy of the form, click Finish in Docusign, then click Download on the popup. Open the PDF file to print. **For security reasons, key(s) should not be returned by USPS or campus mail.**

Customer Request #:

Issued to **ECU (Banner) ID**

Email: **Phone Number:**

Department/Unit:

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

Submit a work request for your Key Return/Reissue to receive a Customer Request Number.

Items highlighted in red are required for DocuSign submission.

Describe Key(s):

Room #	Building	Serial Number	Grand Master	Master	Sub Master	Room Key
	-- select --		☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐
			☐	☐	☐	☐

Enter room number, select building from drop down list and select a key type.

For a key return only, click Finish and no other action is required.

For a key reissue, continue as instructed below.

Is this a key reissue? Yes

Complete the following for reissue:

Reissued to: **ECU (Banner) ID:**

Email: **Phone Number:**

Department/Unit:

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

Change the No (default) in the drop down to Yes. Then fill in remaining fields (all required).

Original Issuee

or Supervisor: _____

Signature Date

Reissued to: _____

Signature Date

Authorization: _____

Signature Date

Authorization: _____

Signature Date

Note: Authorization for room keys may be by Department Head, Chair, 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.

Signatures will be routed based on the PowerForm Signer Information. Forms with the incorrect authorizers will be denied by Facilities Services.

Edited 8/30/2024