

Key Return Form

Name _____ Regis ID# _____ Dept. _____ Current Faculty Sponsor/Director _____ Sponsor Phone # _____ <p align="center"><i>*this box required, typed or printed in full*</i></p>
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- Northwest Denver Campus
- Thornton Campus
- Check if Turning in Hard Key(s)
- Check if Turning in ID

Indicate which building and room hard key(s) are being returned in the section below.

Building	Room/Office	Key # and Issue Code

Total Number of Keys Returned _____
 Please return key(s) and/or ID in a sealed envelope with this form attached.

Comments _____

 Received by Manager or HR (Printed Name)

 Received by (Signature) Date

 Budget number for keying/access services.
 In the event of lost or stolen key(s), a minimum of \$50.00 lock charge will be assessed.
 Broken damaged keys must be returned to the Physical Plant at the time of replacement.

_____ Received by Physical Plant (Print Name and Signature)	_____ Date
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