

**Employee Information: All employees must complete.**Employee Name:  Date: Employee Number:  Extension: Division:  Campus: Employee Status: ☐ Full-time ☐ Part-time ☐ ContractClassification: ☐ Faculty ☐ Support ☐ AdministratorKey Distribution Status: ☐ Permanent ☐ Semester Basis ☐ Temporary ☐ Contractors

Key for Room No.

Key ID (for Security use only)

**NOTE:** One key will be issued per individual

Authorized by:

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Division / Department Head

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Print Name

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Signature

In accepting the above keys, I acknowledge that they are and remain the property of Humber College. I agree that I will not lend, duplicate or cause or permit to be duplicated the keys issued to me. I further undertake to return the said keys to security at the conclusion of my relationship with or transfer within, Humber College. In the event of no-return when requested, I hereby authorize Humber College to deduct the sum of \$20.00 (non-refundable) per key from any salary/wages which may be due.

**KEYHOLDER AGREEMENT**Security Authorization: No. Of Keys Issued: No. Of Keys Received: Date: Entry Completed: 

Signature of Keyholder: \_\_\_\_\_

**KEYS RETURNED TO SECURITY**Date: Key I.D.: Comments: Entry Completed: 

Signature of Keyholder: \_\_\_\_\_

Signature of Security: \_\_\_\_\_