

**POINT UNIVERSITY  
KEY TRANSFER FORM**

DATE: \_\_\_\_\_  
TO: Facilities Department/Security Department  
FROM: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ EXT: \_\_\_\_\_

**PLEASE TRANSFER THE FOLLOWING KEY(S) FROM:**

\_\_\_\_\_  
(Name) (Department) (Extension)

**TO:**

\_\_\_\_\_  
(Name) (Department) (Extension)

\_\_\_\_\_  
(Position) (Employee)

**KEY NUMBER(S) TO BE TRANSFERRED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for the key transfer(s):     Leaving department     Duties changing  
Other (explain) \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_  
(Department Head, Building Manager)

I, the undersigned, acknowledge receipt of the above key(s). I understand these keys are my responsibility and I will return these keys to the Facilities Operations and Maintenance Department OR Security Department upon my termination or transfer. **DO NOT LOAN KEYS.**

New Key Holder: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

TRANSACTION COMPLETED BY \_\_\_\_\_ DATE \_\_\_\_\_