

KEY & ACCESS CARD REQUEST

Keys will be issued by the UNM Taos – Facilities Management Department ONLY.
Incomplete Key Request form will not be accepted.

Name: (Print Legibly) _____
 UNM Banner ID # _____
 Telephone: _____
 E-mail: _____
 Date of Request: _____
 Department: _____

Full Time
 Part Time
 Temp
 Contract

Key(s) & Access Card Requested:

BUILDING NAME	ROOM No.

Department Head/Coordinator: _____
 (Print Name & Signature)
 Approved By: _____
 (Print Name & Signature)

Lost/Stolen Keys/Cards: Lost/Stolen keys or cards must be reported IMMEDIATELY to the UNM-Taos Facilities Management Department and the appropriate Dean, Director, or Chair. Replacement of a lost/stolen key/card will require a new key/card request and authorization by the Department Head, a paid receipt for the key(s) or card(s), or a Police Report. Key/Card holders will be required to pay a replacement fee for lost keys/cards, and if necessary, the cost for a change of the core(s). The lost Key/Card charge is \$10/key (card) for general keys and \$25/key for sub and master keys. The fee will be paid in the Business Office and the paid receipt must be submitted to the Facilities Management Department. If the lost key/card is later found, it must be returned to Facilities Management Department refund will be issued if the key is found and returned within 12 months of original report of loss date, unless cores have been changed or other costs have been incurred. I have read and agree to the policy. I will return the issued key/card(s) to the UNM- Taos Facilities Management Department upon the end of my employment at UNM-Taos Campus.

INTERNAL USE ONLY BELOW THIS LINE

Keys/Cards Issued				Keys/Cards Returned			
Date Issued	Key/Card #	Hook #	By (Initials)	Date Returned	Key/Card #	Hook #	Received By