



DEPARTMENT OF FACILITIES  
SOUTHERN UNIVERSITY KEY POLICY

I, \_\_\_\_\_ am requesting key(s) to my Office /  
Print Name / Title

Room No. \_\_\_\_\_ located in \_\_\_\_\_  
Building

Requester: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

3050 Martin Luther King Jr. Drive / Shreveport, Louisiana 71107  
Phone: (318) 670-9377 / Fax (318) 676-5518  
Toll Free: 1-800-458-1472  
"An Equal Opportunity Employer"



## SOUTHERN UNIVERSITY KEY POLICY

The present keying system is a system prohibiting the duplication of any key by a local vendor. Keys duplicated will have to be ordered from the contracted vendor for SUSLA.

Consequently, if anyone possessing a key misplaces, loses or destroys their SUSLA key, they will be required to pay a replacement fee of \$25.00 payable to the Southern University Bursar's Office prior to obtaining a new key. A receipt and letter of approval from the Vice Chancellor for Finance & Administration must be presented to the Director of Facilities prior to another key being issued.

Upon resignation, or termination of employment, all university keys must be returned to the Office of the Director of Facilities prior to checking out from the university.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor for Finance & Administration

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Chancellor

Key(s) Issued To: \_\_\_\_\_ Title: \_\_\_\_\_

Building: \_\_\_\_\_ Department: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key(s) Received From: \_\_\_\_\_ Title: \_\_\_\_\_

Building: \_\_\_\_\_ Department: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_

Key# \_\_\_\_\_ Location: \_\_\_\_\_ Room# \_\_\_\_\_ Date Issued: \_\_\_\_\_