Key Holder's Responsibility Upon Departure FromThe University

University keys are the property of ODU. When departing the University or changing positions where the keys are no longer needed you are required to return all assigned keys to Facilities Management. This is the agreement all key holders signed when picking up keys (below). You will be charged the current rate for each key not returned to Facilities Management.

Should your supervisor insist that you turn keys over to him/her, please ask your supervisor to contact Facilities Management. Again, <u>you will</u> <u>be held responsible</u> for all keys not returned to Facilities Management.

All key holders have signed the following agreement:

I understand that I have been issued the above listed key(s) on a temporary basis for use in the performance of my duties, job, or position and that I am personally responsible and accountable for the security and safekeeping of such key(s). I further understand that key(s) issued to me will not be loaned to others and will not be duplicated under any circumstances. I will return all keys to the Facilities Management Department upon my transfer or termination. I understand there will be a charge for each lost key. (Please refer to the University's Schedule of tuition, Fees and Service Charges for the current rate.)