



KEY PICK-UP AUTHORIZATION FORM

By signing my name on the Key Pick-Up Authorization Form, I certify that I have read the [MAPP polices of the University of Houston concerning Key Control.](#)

The aforementioned policy provides for the following:

- All keys are considered to be University property.
- Once a key is issued to an individual, it is their responsibility to keep the key in their possession and to safeguard at all times.
- Keys shall not be transferred from one individual to another. This unauthorized possession or use may be considered a theft or misappropriation of University property and the individual may be subject to disciplinary action.
- As University property, all lost or stolen keys must be reported immediately to the University of Houston Police Department so that a UHPD case number can be assigned.
- In the event of lost or stolen keys, Facilities/Construction Management working in conjunction with Campus Safety is authorized to determine if rekeying is necessary.
- If rekeying is necessary, the department/college responsible for losing the key is required to submit a billable work request through the FIXIT Customer Service Center.

UNIVERSITY of
HOUSTON
FACILITIES SERVICES

KEY PICK-UP AUTHORIZATION FORM

Date: _____

Department #: _____

I hereby authorize _____

(Type name of staff picking up key)

To pick-up keys ordered from the key holder _____

(Type name of key holder)

Certifying Signature authorized only:

(Signature)

(print)

(date)

Key holder: _____

(Signature)

Key receiver: _____

(Signature)

(Print)

(Date)

Front Copy of
Key Holder's
Cougar Card
(required)

(FSC ONLY)
Front Copy of
Key Picker's
Cougar Card
(required)

For FSC ONLY

Date key picked-up _____

FSC Staff verify Certifying Signature _____