



## CAMPUS ENHANCEMENT SERVICES

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### KEY REQUEST FORM

Link to Key Policy: [North Greenville University Key Issuance and Accountability Policy.pdf](#)

Please review our **Key Issuance and Accountability Policy** which can be found under the CES section of the NGU Policy Catalog published on the NGU portal under the employee tab before submitting this request. Unauthorized use, duplication, or possession of keys is strictly prohibited and may result in disciplinary action. Please submit with *all* approval signatures below.

Faculty/Staff Name	Department	Key Location/Purpose

I have read and agree to the "Terms & Conditions" of the **Key Issuance and Accountability Policy**.

\_\_\_\_\_  
Faculty/Staff Signature

\_\_\_\_\_  
Date

#### Approval Signature by Department VP or ELC Member over the Department

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Approval Signature by Director of the Office of Campus Safety & Security or their designee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **FOR MASTER KEY ONLY:** Approval Signature by Executive VP

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** Keys must be used for university-related purposes only, and may not be duplicated.

Master keys will be issued to Campus Safety & Security personnel, upon approval, and will be considered as part of their duty equipment, subject to their department policies. Additional issuance of master keys will be limited to individuals with a clear and justifiable need and must be approved by the Department ELC member, OCSS Director, VP of CES and final approval by the Executive VP. **Failure to return keys upon termination of employment may result in a fee to cover the cost of rekeying affected areas.**