

**SECTION A - KEY HOLDER DETAILS**

<b>Pulse Request No.</b>	
<b>Full Name:</b>	
<b>Staff / Student:</b>	
<b>ID Number:</b>	
<b>School/Department:</b>	
<b>Position:</b>	
<b>Email address:</b>	
<b>Campus:</b>	
<b>Building:</b>	
<b>Office Number:</b>	

**SECTION B - KEY ISSUE DETAILS (details of keys required)**

<b>Room Number:</b>	<b>1.</b>	<b>Key Number:</b>	<b>1.</b>	<b>Issue Number:</b>
	2.		2.	
	3.		3.	
	4.		4.	
<b>Period of Key Issue:</b>		<b>From:</b>		<b>To:</b>
<b>Additional Details:</b>				

**SECTION C - AUTHORISATION (to be signed by Dean/Department Manager/Supervisor)**

<b>Authoriser's Full Name:</b>	
<b>Position:</b>	
<b>Department:</b>	
<b>Authoriser's Signature:</b>	

**SECTION D - ACCEPTANCE & RESPONSIBILITY (To be signed by person collecting key)**

I understand that all keys remain the property of Federation University and accept all responsibility for the key(s) issued to me. I agree to return all keys to the Property & Infrastructure Office upon:

- Leaving the employment of Federation University
- Relocating from an existing office area, building or department.

I will not exchange or pass on the key(s) to another person without notifying the Property & Infrastructure Department. I agree to not loan, transfer, give possession of, misuse, modify, alter, or make a copy of the key.

If the key is lost, misplaced, or stolen I agree to notify the Property and Infrastructure Department immediately.

I understand that failure to adhere to these conditions, or to return the key(s) listed, renders me liable for the cost of re-keying the building(s) or delay's in the processing of exit salary and entitlement payments.

<b>Date Collected:</b>	
<b>Key Holders Name:</b>	
<b>Key Holders Signature:</b>	

**SECTION A - KEY HOLDER DETAILS**

<b>Full Name:</b>	
<b>Staff / Student:</b>	
<b>ID Number:</b>	
<b>School/Department:</b>	
<b>Position:</b>	
<b>Email address:</b>	
<b>Campus:</b>	
<b>Building:</b>	
<b>Office Number:</b>	

**SECTION B - KEY RETURN DETAILS (details of keys returned)**

<b>Reason for Return:</b>		
<b>Room Number:</b>	<b>Key Number:</b>	<b>Issue Number:</b>
1.	1.	
2.	2.	
3.	3.	
4.	4.	
<b>Additional Details:</b>		

**SECTION C - KEY RETURN CONFIRMATION**

I confirm I have returned all of the above listed keys to the Property & Infrastructure office.

<b>Date Returned:</b>	
<b>Key Holders Name:</b>	
<b>Key Holders Signature:</b>	