**KEY TRANSFER FORM**

Facilities Management - Phone 831-7800 – Fax 831-7783 - facilities@radford.edu

Submitted By Date

Phone No. Department

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| Employee keys are being transferred **from**: | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | RU ID #: | |  | | | | | | | |
| Title: |  | | | | | | FT/PT/ADJ: | |  | | | | | | | |
| **Key #** | | **Qty** | |  | | **Key #** | | **Qty** | | |  | | **Key #** | | **Qty** | |
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| Employee keys are being transferred **to**: | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | RU ID #: | |  | | | | | | | |
| Title: |  | | | | | | FT/PT/ADJ: | |  | | | | | | | |
| **Key #** | | **Qty** | |  | | **Key #** | | **Qty** | | |  | | **Key #** | | **Qty** | |
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Additional Information

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Transfer Rec’d by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

APPROVALS

Dean / Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman / Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maintenance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_