



UNIVERSITY OF
SOUTH DAKOTA

Facilities Management
(605) 658-6100 • fmwrkctr@usd.edu

Key Transfer Form

FILL OUT ONE FORM PER PERSON, PER BUILDING

Please fill out the below information and return to Facilities Management via email or interoffice exchange. Make sure that all information is correct before sending the form. Failure to do so may delay the transfer process. This form must include all three requested signatures or Facilities Management will not process the request. The only exception would be an employee who quit without notice.

KEY INFORMATION:

Building _____

Room _____

Key Stamp _____

Department _____

Transfer From: _____

(Must be signed electronically or printed and signed)

Transfer To: _____

(Must be signed electronically or printed and signed)

Initiated By: _____ **Phone:** _____

Approved By: _____

(If an electronic signature cannot be added, please print and sign)

Facilities Management Approval: _____ **Date:** _____