



# KEY RETURN

*Department of Access Control & Security Systems*  
Plant Services, Room 239  
(216) 687-5046

Keys must be returned in-person at the location above (call first). Bring this completed form and the University's *Separation Check-List* (for our sign-off). For a lost key, you must first file a CSU Police report (687-2020) and attach a copy to this form. See <http://www.csuohio.edu/offices/accesssecurity/> for additional information, regulations, and policies.

Recipient Name: \_\_\_\_\_  
Last First Middle CSU I.D. #

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Student  Faculty/Staff  Contractor  Temp/Volunteer Department: \_\_\_\_\_

	Key Code	Key Serial Number	Office Use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

**Office Use** (date & initials):

Received by AC&SS: \_\_\_\_\_ Keystone verified & updated: \_\_\_\_\_