Institute of Food and Agricultural Sciences
Citrus Research and Education Center

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Lake Alfred, FL 33850 2299
863 956 1151
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Website: www.crec.ifas.ufl.edu

KEY REQUEST

Key(s) Issued

Key #	Bldg #	Room #

Authorization for issuance of campus keys and acknowledgement of return of campus keys

The Citrus Research and Education Center complies with University of Florida Safety and Security policies with issuance of all campus keys.

Employees must comply with all safety rules, regulations and procedures that apply to the CREC issuance of keys. Keys are non-transferable and should be carried with you at all times. CREC keys are for the sole use of CREC employees to whom they are issued.

Should this key be lost at any time, you must notify Facilities Operations immediately at (863) 956-1151 ext. 18622.

Upon termination of employment, all keys issued must be returned to CREC.

I acknowledge receipt of the above referenced key(s) and I have read the above guidelines. Additionally, I understand that failure to comply may result in the collection of keys and/or counseling.

ISSUANCE: Date: _____

Employee Name (Type or Print Legibly): _____

Employee Signature: _____ E-mail: _____

Supervisor Signature: _____ E-mail: _____

RETURN:

Employee Signature: _____

HR Signature: _____