WEST TEXAS A&M UNIVERSITY
GENERAL KEY GUIDELINES

PURPOSE:

To state and define the guidelines of West Texas A&M University regarding key issuance, key control, lost keys and returning of University keys as well as door access provided by Buffalo Gold Card. The objective of this guideline is to provide and maintain safety and security for the benefit of the University community.

GENERAL:

All keys issued must be protected and secured with the same considerations as any other expensive state property. Stringent key control accomplishes safety and security for the university. Careful consideration should be given to every key requested and understanding of the key loss liability is critical.

SYSTEM CONTROL:

All master key systems, locks, keys, Buffalo Gold Card access, and records are under the direction of the Vice President for Business and Finance. No lock, including padlocks, will be installed, changed or altered by any personnel other than the University locksmith. Unauthorized locks will be removed immediately. All corrections or repairs will be at the cost of the departments. The University locking system is a very complex group of locks that provide security for state property and protection of our student housing. To maintain this security we must have the cooperation of every student, faculty, staff and contractor associated with the University.

KEY REQUEST:

The department head or designate must initiate request for key issuance. Each “WTAMU Key Request” (see last page) should be filled out completely and signed by the appropriate individuals. Rubber stamps and pre-signed key requests are not acceptable. It is the responsibility of each department head to monitor and control all keys issued. All key requests must be presented at the University Police Department Lock Shop, where the requests will be processed and the requested keys prepared and issued. Every effort will be made to have the request filled within twenty-four hours. Due to the nature of facility maintenance, key requests made by SSC will be completed same day. Key requests require printed name and a written signature of the individual requesting the keys along with building name and room number. All key requests are kept on file and proper data entered into the electronic key inventory system. There will be no charge for the first key issued. Key requests not picked up within 30 days will be restocked and a new key request must be submitted. Keys are to be picked up at the University Police Department Lock Shop only by the requestor.

Key requests may not be made for any area, building or department that is under the supervision of another department head without the written authorization of the in-charge division/department head, dean or Vice President.

KEY RETURN:

The employee/contractor being issued the keys is responsible for assuring the keys are returned at termination, end of semester, graduation, etc. The key record must be cleared before an employee can transfer to a different department. All keys, except resident hall room keys, will be returned to the UPD Lock Shop. Giving keys to faculty, department head, secretary, or other persons will not clear a key record. When an individual ends employment with West Texas A&M University all keys must be returned to the UPD Lock Shop.

Student diplomas, grades and/or transcripts will be held if all keys are not returned at the end of each school year, graduation, transfer or the end of employment.
All key holders must return all keys before proper clearance may be granted. The University will use all means available to collect/charge for lost or unreturned key(s). A receipt indicating payment for lost keys must be presented at the time of termination and clearance. In the event an issued key is not returned, a possible delay in receiving the final payroll check may occur. A notation will also be placed on the employees file indicating loss of University property.

**LOST KEYS:**

Keys are issued to a specific person and that person is responsible and personally held accountable for the use/misuse or loss of that key.

All lost keys must be reported within 24 hours to the appropriate authorities, the Lock Shop and UPD. Information given should include: where the key was lost, the date the key was lost, key number (if known) and room/door the key opened. All payments for lost keys will be made at the Business Office located in the Old Main Building. The dollar amount for lost key replacement varies, depending on the level of your key and this will be determined by the UPD Lock Shop.

A payment receipt for lost keys and a new key request must be brought to the UPD Lock Shop office for replacement key processing.

**PAYMENT SCHEDULE:**

The cost to rekey the key cylinder depends on the number of keys and doors involved. The number of keys also includes all key holders that have the same access to that door. The cost per key and lock cylinder will be determined at the time of replacement according to real time costs. The department authorizing the issuing of the keys will be responsible for all costs when a key is not returned.

**BUFFALO GOLD CARD ACCESS SYSTEM:**

The Office of Residential Living, Gold Card office and the UPD Lock Shop control buildings that utilize the Buffalo Gold Card System as a means of door and entry access. When departments use Buffalo Card Access for entry into certain areas, The WTAMU Key Request form must be used to authorize desired access including time and day restrictions. The department is responsible for notifying the Lock Shop when this type of access is to be removed.

**GUIDELINE RESPONSIBILITY:**

Any questions concerning this guideline should be directed to the Lock Shop Manager for clarification.

Reviewed and Approved:

[Signature]

Randy Rikel
Vice President for
Business and Finance
WTAMU Key Request

I ____________________________________________, having read and understood these Key Guidelines, agree to follow the standards laid out herein. I also agree that by signing this Request, I am entering a contractual agreement with WTAMU to fulfill all stipulations of the Guidelines. Failure to abide by these standards or their intent will be grounds for disciplinary action.

Name (Please Print) ___________________________ Date ____________

Signature ___________________________________ Dept. ___________________________

Dept Head (Print) ____________________________

WTAMU I.D. Number (Buffalo Gold Card Number) ____________________________

Dept. Head (Signature) ____________________________

Dean or Sr. Adm. (Print) ____________________________

Status (Full Time Faculty, Staff, etc.) ____________________________

Dean or Sr. Adm. (Signature) ____________________________

I have read the Key Guidelines and agree to abide by them, and I realize that when my employment or association with WTAMU is ended or interrupted, all WTAMU keys received by me must be returned to UPD/Lock Shop before final clearance is processed.

Bldg. ____________________________ Room No. ____________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Do Not Write Below This Line (WTAMU Lock Shop Use Only)

WTAMU Key Request #______________________________

Dept. No. ____________________________  1. ____________________________

2. ____________________________  7. ____________________________

3. ____________________________  8. ____________________________

4. ____________________________  9. ____________________________

5. ____________________________ 10. ____________________________

6. ____________________________ 11. ____________________________

12. ____________________________

Issued By ____________________________ Date ____________

Returned By ____________________________ Date ____________