

# KEY RETURN

*Facilities Services Key Shop*  
Haynes-Turner Building  
615-898-5387

Keys must be returned in-person at the location above (call first). Bring this completed form and the University's Exit Interview/Check Out Procedure form (for our sign-off). For a lost key, you must first file an MTSU Police report (898-2424) and attach a copy to this form.

Recipient Name: \_\_\_\_\_  
Last
First
Middle
MTSU 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:**

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\_\_\_\_\_

Signature Date

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

Received by Key Shop: \_\_\_\_\_ Keystone verified & updated: \_\_\_\_\_