

Employee ID# _____ (Print) Last name _____ First name _____ Badge# _____

Department/Account to charge (require for lock changes) _____ Phone Ext. _____

KEY REQUEST

_____ Permanent	_____ Temporary - From: _____ to _____	
	Date Date	
Number Requested	Room No.	Complete Area Description / Badge Access
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Example 1	West Building	Access to West Building After Hours / Access to Financial Office
Example 2	Room 114	Director of Business Services's office door

Reason: _____

I understand that all keys remain the property of the University and must be returned upon transfer or termination of employment. I also understand that I have a fiduciary responsibility to the University to safeguard keys issued and that lost or stolen keys should immediately be reported to my departmental supervisor and the Director of Facilities.

Signature - Individual Requesting	Date	Director of Facilities	Date
-----------------------------------	------	------------------------	------

Approved - Department Supervisor	Date	Vice President for Administration & Finance (approval required for restricted or master level access of Administration and Finance areas)	Date
----------------------------------	------	---	------

Provost (approval required for restricted or master level access for employees who report to the President)	Date	Provost (approval required for restricted or master level access to academic areas)	Date
---	------	--	------

LOCK CHANGE REQUEST

Draw sketch on reverse if there are multiple doors to the area or more room is required.

Area: _____

Reason: _____

☐ Department will be billed for actual charges

☐ Department will not be billed

_____	Date
President	Date

Signature - Departmental Supervisor	Date	Vice President for Administration & Finance	Date
-------------------------------------	------	---	------

Director of Facilities	Date	Provost (required for academic areas)	Date
------------------------	------	---------------------------------------	------