

AUTHORIZATION TO DISTRIBUTE KEYS /ACCESS CARDS

This is to verify which keys are to be distributed and what building access is needed for personnel from your department.

Please send this form to Campus Police before the employee comes for ID card or requests keys to building. Incomplete forms will be returned for completion.

This form is good for only 10 days. If keys are not picked up within this time frame a new form will need to be submitted.

Employee's Name _____

Department _____

Department Head _____

(Please Print)

Signature of Dept. Head _____

Date _____

Keys to be distributed:

Access to dorms/academic buildings required (circle one) YES NO

List all academic buildings and dorms where access is needed and times for access.