



KEY/CARD AUTHORIZATION & REQUEST

All unclaimed keys will be returned to the locksmith after 45 days.

Date: _____

Name: _____
Last First

PSU ID#: _____ Dept. Phone #: _____

Mail Code: _____ Department: _____

Check One: Academic/ Staff/ Student Other: See Contractor or Tenant Form

Card #: _____ Card Access Authorization Expires: _____

Bldg/Rm #: (Building & Room # Required)	Comments:	Check box if Card Access:	Key#:	Access Type Requested:				
				1.	2.	3.	4.	5.
_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: *Keys are only issued or released to end-users.*

APPROVALS:

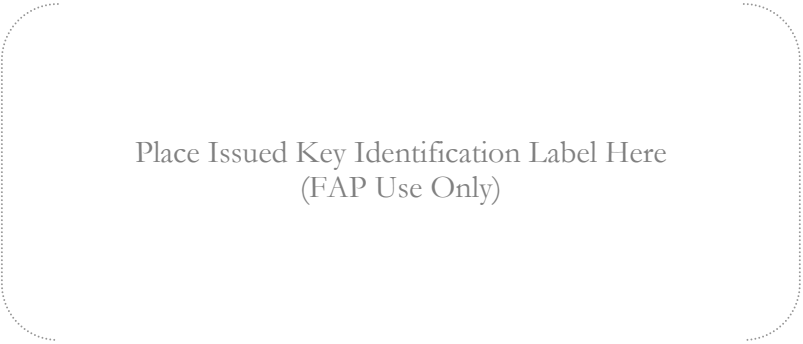
Signature _____ Print: _____ Department Key Coordinator

Signature _____ Print: _____ Department Head/ Director

Signature _____ Print: _____ Dean/Administrative Officer

Signature _____ Print: _____ Facilities & Planning Director (FAP Staff Only)

Signature _____ Print: _____ Vice President of Finance & Administration



Access Type Requested & Required Authorization

- Room/Office/Suite.....Department Head/Director
- Building Entry.....Department Head/Director & Dean/Administrative Officer
- Master.....Department Head/Director & Dean/Administrative Officer or FAP Director (FAP Staff Only)
- Grand Master..... Vice President of Finance & Administration or FAP Director (FAP Staff Only)
- Great Grand Master... Vice President of Finance & Administration or FAP Director (FAP Staff Only)

Terms & Conditions Release Agreement

The individual signing this document as 'Recipient' agrees to the following: I have received the listed key(s) without deposit and I agree not to loan or have key(s) reproduced in any manner; also upon transferring to another office, departure from PSU, or upon demand, I will return the key(s) to PSU Facilities & Planning located in University Services, room 202 and the ID/Key-Card to PSU ID Operations located in Neuberger Hall Lobby, Window #9.

A fine will be charged for lost or stolen keys.

All keys are subject to the Office of Business Affairs current Fees and Fines Schedules, which will be charged directly to the assigned individual. For the current schedules, go to: http://www.pdx.edu/media/b/a/BAO_fines_fees_0708.pdf

Person receiving key(s) must be the person assigned the key(s). All keys issued are subject to the key issuance policy and procedures: (I.M.D. 3.100- 3.105). These keys are for PSU business purposes only and remain the property of PSU. For the complete I.M.D. go to: <http://www.pdx.edu/fadm/imd.html>

In the event that my key(s)/key-card are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify PSU Facilities & Planning (503) 725-3738 , Campus Public Safety 503-725-4407 and my immediate supervisor. Signature of recipient is required upon receipt of key(s):

Recipient: _____ Date: _____

FAP Issuant: _____ Date: _____

Upon Facilities & Planning (FAP) receipt of this properly completed form, keys may be available for issuance within approximately 1-2 business days, pending verification of authorization.