MASTER KEY
AUTHORIZATION CARD

Clinton Center, Room 106, Key Center
Pick-up Hours: 7:30 a.m. ï 4:00 p.m. M-F 878-6111

Faculty Staff Student

Issue To:_____ (Please Print)

Banner ID # Last 8 Digits: B__ ___ ___ ___ ___ ___ ___ ___ ___

Department:_____

Telephone #:_____ **Home Address:**_____

Facilities Operations Use ONLY

KEY ID:_____

SERIES #:_____

KEY REQUESTED
(Use one (1) key card per key being requested.)

BUILDING:_____

Room:_____

Approved By:
Director, Chair or Dept. Head _____ Date**:**_____

Dean/VP:_____ Date:_____
DEAN OR VP SIGNATURE REQUIRED IN ADDITION TO DIRECTOR/CHAIR/DEPT. HEAD

RULES AND REGULATIONS

1. Keys may not be transferred, loaned or duplicated except by College Lockshop. The Lockshop will ONLY duplicate College keys.

2. A charge of $10 will be assessed for each key replacement.

3. A charge of $50 will be assessed for each key not returned to the Key Center upon termination of employment.

4. A charge of $50 will be assessed for any lock change necessitated by lost or stolen keys.

5. Keys can only be issued to a person, NOT a department.

6. No person can obtain more than one key to a specific area UNLESS approved by Director of Facilities Business Operations & Systems

7. After receipt of Key Card, there may be a 2-day wait due to availability.

8. Faculty and Staff are issued keys for the duration of their employment.

9. Students are issued keys on a semester basis.

I have read the foregoing regulations and agree to abide by them. I hereby authorized the College to withhold the appropriate key fines from my salary for all keys not returned to the Key Center by my final date of employment.

SIGN WHEN KEY IS ISSUED TO YOU:

Signature _____ Date _____

11/17