

**MEDECO KEY  
HIGH SECURITY  
AUTHORIZATION CARD**

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

Issue To: \_\_\_\_\_ (Please Print)

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Faculty      Staff      Student

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: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Chair or Dept. Head

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

\*UNIVERSITY POLICE: \_\_\_\_\_ Date: \_\_\_\_\_

\*University Police **SIGNATURE IS MANDATORY IN ADDITION TO ONE OTHER SIGNATURE**

**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 & Services
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 \_\_\_\_\_