

FACULTY AND STAFF
Sub-master Key Request Form

Print Name: _____ **G#** _____ **Position:** _____

Department Phone: _____ **Department:** _____

Building-master and Sub-master: (Approval given only in rare instances) Individuals eligible for Building-master or Sub-master keys include faculty and staff with a compelling need or reason to frequently have access to an entire building or floor (includes most offices) which can not be reasonably accommodated through the Campus Police Office. Request must be approved by the Department Chairperson or immediate Supervisor and Dean (for faculty) or Director and the appropriate Vice-President. **A fee of \$10 shall be charged for a lost building-master/sub-master key. If a lost key results in increased costs to replace or repair the locks, this increased cost will be added to the fee. Fees must be paid at the Business Office (Eder Hall 104). A paid receipt and a new completed Sub-master key request form must be presented to the Key Access office (Poplewell Hall 103) before a new key can be issued.**

Building: _____ **Floor:** _____

JUSTIFICATION:

AUTHORIZATIONS:

Dept. Chairperson or Immediate Supervisor	Date
Dean or Director	Date
Vice-President	Date

NOTE: All Authorization spaces must be completed before request will be processed.

To be filled in by Key Access Office Only:

Chip Issued: _____ **User Group:** _____

Notes: