Request # & Initials (FAP Use Only)

Portland State UNIVERSITY

MCECS SCS/CAT Key Authorization & Request

All unclaimed keys will be returned to the locksmith after 30 days.

Print Form

Place Issued Key Identification Label Here
(FAP Use Only)

Date:_____ Group Access Level:_____

Name:_____ _____
Last First

PSU ID#:_____ Dept. Ext #:_____ E-mail:_____

Mail Code:_____ Department:_____

PSU Status:_____

Area: Bldg/Rm: Key#: Note:

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APPROVALS:

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

_____ Signature	_____ Print: Telecommunications Department Chair
_____ Signature	_____ Print: CEE Department Chair
_____ Signature	_____ Print: CS Department Chair
_____ Signature	_____ Print: ECE Department Chair
_____ Signature	_____ Print: ETM Department Chair
_____ Signature	_____ Print: MME Department Chair
_____ Signature	_____ Print: MCECS Computing Support/CAT Director
_____ Signature	_____ Print: Dean/Administrative Officer

Access Type Requested & Required Authorization

1. Room/Office/Suite…..Department Head/Director
2. Building Entry…….....Department Head/Director **&** Dean/Administrative Officer
3. Master…….....Department Head/Director **&** Dean/Administrative Officer **or** FAP Director (FAP Staff Only)
4. Grand Master…….. Vice President of Finance & Administration **or** FAP Director (FAP Staff Only)
5. 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. After hours to the Campus Public Safety Office.**

A replacement fee 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/bao/psu-office-business-affairs

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/internal-management-directives

In the event that my key(s) 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.