



KEY AUTHORIZATION & REQUEST

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

Date: _____

Name: _____
Last First

PSU ID#: _____ Dept. Phone #: _____

Mail Code: _____ Department: _____

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

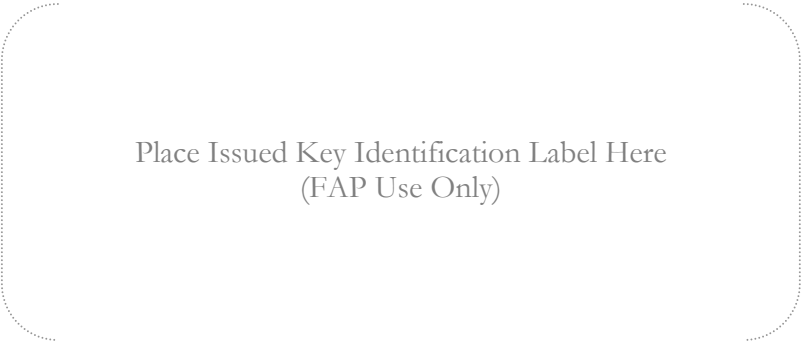
Bldg/Rm #: (Building & Room # Required)	Comments:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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"/>

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

APPROVALS:

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. 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.