KEY REQUEST & CARD SWIPE REQUEST FORM

Name: ____________________________________________________  ______________________

Last  First

Employee/Student # (the short # on front of BuckID):

BuckID # (the long # on front of BuckID):

Title: ____________________________________________________  Supervisor/Group:

KEYS (If you need keys fill out this section, if not leave blank)

- Do you need an outside-door key for Celeste Lab or Evans Lab? (MUA-44)
  circle→ Yes  No

- Do you need an outside-door key for Newman/Wolfrom Lab or McPherson Lab? (J5A-1)
  circle→ Yes  No

- Do you need keys for 1 or more specific rooms? List all below

<table>
<thead>
<tr>
<th>Building</th>
<th>Room #’s</th>
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CARD SWIPE (If you need card swipe access to CBEC, fill out this section)

- Do you need swipe access to the outside door of CBEC after-hours or weekends?
  Circle→ Yes  No

- Do you need swipe access to labs or other rooms in CBEC? List all below

|          |          |          |          |

If you are requesting an outside-door key, you must obtain authorization from Kevin Dill in CBEC 165

Kevin Dill __________________________________________  Date:

To Applicant Advisor: I have discussed with this applicant the safety procedures & precautions that must be followed while the applicant is under my supervision.

Supervisor sign: ______________________________________  Date:

To the Applicant: I understand the safety procedures and precautions as explained to me by my supervisor. I agree that I will not permit an unauthorized person to have access to these buildings or rooms.

Applicant sign: ______________________________________  Date: