

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

| Building | Room #'s |
|----------|----------|
| | |
| | |
| | |

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: _____