

UNIVERSITY OF PRINCE EDWARD ISLAND

Key Request & Authorization Form

FACULTY / STAFF / STUDENT

2011

Key Policy: Keys may not be duplicated or loaned to another person. Lost or stolen keys are to be reported immediately to Security Services. Individual keys are to be returned when no longer needed. All keys must be returned to the Security Services upon termination of employment or the visitation period.

Department _____	Date _____
Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/> Specify _____	
Position _____	
Start Date _____	Finish Date _____ <small>(Required for students and temporary key issues)</small>

Last Name _____	First Name _____	Initial _____
Employee Number _____	Building _____	Room Number _____
Employee ID Bar Code _____	Office Phone Number _____ <small>(To notify when key is ready)</small>	

Key Request	
Building _____	Room Number and Description _____
_____	_____
_____	_____
_____	_____

Card Key Request		
Door Reader Number _____	Location _____	Access Hours _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorization Signatures:

Chairperson / Director

Director of Facilities Management
(for master keys)

Security Services Office Use Only

Key #	Key Way	Bitings	Key Above Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dates:

Request received by Security: _____ Initial: _____

Completed order received by Security _____ Initial: _____

Person notified key/card is ready _____ Initial: _____

Key/Key Card issued: _____ Initial: _____

Information entered in UIS: _____ Initial: _____