

Card Swipe and Access Form

Policy and Procedures:

- All Key/Card holders are responsible for safeguarding any keys/ID cards supplied to them and must be able to produce those items upon request.
- Key/Card holders will be fined for loaning out university keys or ID cards.
- A second incident of loaning out university keys/cards will result in a loss of privileges.
- A key/card holder's privileges can be revoked at any time.
- All fines must be paid before a key/card will be returned or replaced.

Department:		Requested By (Print):
Requesters Signature:		
Building/Location Name:		Room #:
Additional Information:		
Start Date:	End Date:	Card Swipe () or Access Only ()
Name:	ID#:	Dates/Times:
Name:	ID#:	Dates/Times:
Name:	ID#:	Dates/Times:
Name:		Dates/Times:
Name:	ID#:	Dates/Times:
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Name:	ID#:	Dates/Times:
Name:	ID#:	Dates/Times:

Facilities Management use only:

Approved By: