



GVSU KEY REQUEST FORM



PEW CAMPUS OPERATIONS

PLEASE CHECK: Cook-Devos Center Pew Campus Other _____

NAME OF REQUESTING INDIVIDUAL: _____

DEPARTMENT: _____ JOB TITLE: _____

DATE OF REQUEST: _____ PHONE: _____

REASON FOR REQUEST: NEW EMPLOYEE REQUEST ADDITIONAL ACCESS
 FOR STUDENT USE DUPLICATE (REASON) _____

KEY(S) REQUESTED:

Building(s) _____	Room(s) _____	Key Number(s) _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DESK/FILE KEY(S) REQUESTED:

(Please use the # engraved on the lock. i.e. FR100)

Quantity _____	Lock Number(s) _____	Quantity _____	Lock Number(s) _____
_____	_____	_____	_____
_____	_____	_____	_____

ACCESS CARD REQUEST:

Building(s): _____ Room(s) / Area(s): _____

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I have read the above and agree to return this and all other keys assigned to me if my employment is terminated or there is a change in my assigned work area. I further agree and understand that I must not transfer my keys to another person or department. I also agree to pay the specified replacement charge should my key(s) be lost or stolen. I hereby authorize the University to withhold my last paycheck until such time that the assigned keys have been returned or the replacement charge is paid.

 _____ (Signature) _____ (Date)

EXECUTIVE OFFICER GRAND MASTER KEY APPROVAL _____
 _____ (signature)

SUPERVISOR APPROVAL _____
 _____ (signature)

FACILITIES SUPERVISOR APPROVAL _____
 _____ (signature)

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DO NOT WRITE IN THIS SPACE (OFFICE USE ONLY)

Key(s) Issued: _____ Received by: _____

_____ Issued by: _____ Date: _____

_____ Replacement Charge Paid \$ _____ Date: _____