

CARD ACCESS/KEY REQUEST FORM

I hereby agree to be responsible for the use of card access/key(s). I will not lend or give access to any unauthorized person. I will not make duplicates or allow anyone else to make copies. I will return key(s) immediately upon off board, or change in needs. I also understand that I may be held responsible for the costs incurred as a result of a lost or unreturned key.

Office Use Only

ID# - C _____

Key Holder Name

Key Holder Bear #

Key Holder Phone #

Department

Authorized Signatory Signature

Authorized Signatory (Print)

I AGREE TO COMPLY WITH THE UNIVERSITY OF NORTHERN COLORADO'S LOCK AND KEY POLICY

Please visit our website at <https://www.unco.edu/facilities/pdf/lock-key-policy.pdf>

Faculty Staff Contractor GA/TA Student Part-Time

Please Check One

CARD ACCESS KEY REQUEST

Office Use ONLY

Building

Room #

KEY #

BLANK

SERIAL #

