Part-Time or Adjunct Key Request Form

Last Name:	First Name:	Mi:	ID #
Department:	Title:		Phone/Email:

Building:	Room:	Keycode:	Blank #	Value $
Building:	Room:	Keycode:	Blank#	Value $
Building:	Room:	Keycode:	Blank#	Value $

Purpose for Request:

Employee Signature: (to be signed at time of pickup)	Date:
Department Head Signature: (add account info first)	Date:
Secondary Approval:	Date:
VP of Finance and Administration: (for master keys)	Date:

Account Number to be Charged if Key(s) are Not Returned

Fund Dept Program Class Account

Term for Hire (circle one) Semester 9 Months Annual

Single Operator = $50, **Sub Master = $250,** **Building Master = $500,** **Grand Master = $1000**

3P Operators = $250 **3P Masters = $500**

Secondary approval required for anything above "Single Operator"

Building Masters and Grand Masters require the signature of the Vice President for Finance & Administration

No Individual Transfers

ALL FIELDS MUST BE COMPLETE