

Key Authorization - Faculty / Staff / Other

**Use Student Authorization Form for ALL students*

Pacific University – Facilities Management

DATE: _____

NAME (of person receiving keys): _____

DEPARTMENT: _____

STA **FAC** **OTHER** (Title) _____
NOT A STUDENT

***SUPERVISOR:** _____
(Print Full Name- Required)

SUPERVISOR AUTHORIZATION: _____
(Signature or Email Required)

DEAN/DIRECTOR AUTHORIZATION: _____
(Signature or Email Required)
(Required for building master requests)

DATE TO BE RETURNED: _____

KEY NO. (If known)	BUILDING	ROOM NUMBER(S)	<i>Completed by Facilities Staff</i>
# _____	Bldg _____	Room _____	Cost _____
# _____	Bldg _____	Room _____	Cost _____
# _____	Bldg _____	Room _____	Cost _____
# _____	Bldg _____	Room _____	Cost _____
# _____	Bldg _____	Room _____	Cost _____
# _____	Bldg _____	Room _____	Cost _____

When staff or faculty leave the university, it is their responsibility to return their issued university keys to Facilities Management or Hillsboro CPS within two business days of their end of employment. If keys are identified with staff or faculty who are no longer employed with Pacific University but are still listed in our data system, we will assess a replacement fee that will be charged back to the authorizing department.