

# 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'S AUTHORIZATION: \_\_\_\_\_

(Signature or Email Required)

BUILDING MGR.'S AUTHORIZATION: \_\_\_\_\_

(Signature or Email Required)

DATE TO BE RETURNED: \_\_\_\_\_

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

As of January 1, 2016, when staff or faculty leaves the university, they MUST return their keys. It is the responsibility of the individual to see that the keys are returned to the Facilities Management office. Failure to do so will result in a replacement charge of \$25 per key. Charges will be deducted from the individual's final Pacific University paycheck. 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. **\*\*ALL BUILDING MASTERS MUST BE APPROVED BY THE DEAN OR DIRECTOR THAT OVERSEES THE BUILDING AS WELL AS APPROVAL FROM THE DIRECTOR OF FACILITIES MANAGEMENT, NO EXCEPTIONS**