

REQUEST FOR ACCESS TO UNIVERSITY FACILITIES

Name of Requestor: _____ Department: _____

(Please Print)

BLDG

ROOM #

Exterior Door _____

Grandmaster¹ _____

Justification Required for Grandmaster:

(Please Print) _____

REQUESTOR: _____

Signature

Date

Requestor...By my signature, I understand that keys and/or access card issued to me are my personal responsibility and I agree to not loan any key and/or access card and I further agree to personally return all keys and/or access card to the University Police Department upon termination of employment.

I also understand that in the event any key assigned to me is lost or stolen, I am responsible for immediately notifying my immediate supervisor. I also agree to pay the following fees to cover replacement cost of each key and/or access card that is lost, stolen or is not returned upon termination of employment.

Access Card	\$15.00
Grandmaster/Exterior Doors	\$50.00
Room/Master	\$25.00

APPROVED BY DEPARTMENT HEAD: _____

Signature

Printed Name

Date

Department Head...By my signature, I verify that the requestor is classified as a faculty/staff employee of Purdue University Calumet, and is not a student or temporary hourly employee.

NOTE: General policy prohibits students and temporary employees from possessing University keys or access cards...exceptions to the general policy are governed by the "Student Access to Buildings Policy."

AUTHORIZED BY AVCAS: _____

Signature

Date

¹Assistant Vice Chancellor Administrative Services signed authorization is required for all Grandmaster access.