

Staff/Faculty Key Request

Name _____
Regis ID# _____
Dept. _____
Building _____
Mail Code _____
Phone # _____
Faculty Sponsor/Director _____
Sponsor Phone # _____
<i>*this box required, typed or printed in full*</i>

Date Requested _____

- New Employee
- Additional Access
- Office Move

Keys must be picked up by recipient at the Physical Plant within 30 days. Keys will not be delivered. In the event of office move or new area access, keys **will not** be granted until old keys are returned.

- Northwest Denver Campus
- Thornton Campus

ID is required to be submitted with this form if request is for ID access

Building	Room/Office	Hard Key	ID Access	Key # and Issue Code
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Comments _____

Budget Manager (Printed Name)

Budget Manager (Signature)

Approval per key policy (Final approval)
AVP of Physical Plant

Budget number for keying/access services.
In the event of lost or stolen key(s), a minimum of \$50.00 lock charge will be assessed.
Broken damaged keys must be returned to the Physical Plant at the time of replacement.

*(Staff/Faculty signature upon pick up)

(Date)

*By signing above, assignee acknowledges they have received the requested and approved key(s) and/or access cards. Any duplication, possession and use of Regis University key(s) or access for purposes other than official business, or without authorization may lead to disciplinary action or criminal prosecution.