

Student/Adjunct Faculty Key Request

Name _____
 Regis ID# _____
 Dept. _____
 Building _____
 Mail Code _____
 Phone # _____
 Faculty Sponsor/Director _____
 Sponsor Phone # _____

this box required, typed or printed in full

Date requested _____

Access beginning _____

Access ending _____

All card access **requires a shut off date**. Any hard keys must be returned to Physical Plant on or before the end date.

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. 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 Physical Plant at the time of replacement.

 *(Student/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.