

Key Card and Key Request

Key holder information: * Required Fields

		_____ *Request Date
_____ *Name (Last, first, middle initial) Print	_____ *Card ID (5 digits found on back of key card by magstripe)	_____ *Position (Faculty, Staff, Student, External Agency, Vendor)
_____ *Institution (WSU, RCTC, External Agency, Vendor)		_____ *Department
_____ *Status: (FT, PT, Adjunct, Intermittent, Seasonal)		_____ *Office Location and Room Number (Main, Sports Center, Heintz Center)
_____ *Phone Number		_____ *Email address

Type of Access

Please fill out back page.

Please describe type of access requested **in detail**.

[Note: If there is an alternative or special request, please list alternative location below and check on next page.]

Available Key Card Access Levels

- | | |
|--|---|
| <input type="checkbox"/> Main Campus Staff | <input type="checkbox"/> IT Staff |
| <input type="checkbox"/> Heintz Staff | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> WFC/DEEDs Staff | <input type="checkbox"/> East Dock |
| <input type="checkbox"/> Sports Center Staff | <input type="checkbox"/> North Dock |
| <input type="checkbox"/> Stadium Staff | <input type="checkbox"/> Stem Village |
| <input type="checkbox"/> CTECH Staff | <input type="checkbox"/> Maintenance Staff |
| <input type="checkbox"/> Data Closets | <input type="checkbox"/> Bookstore/Mailroom |

Key Access Details

Key Information:

Internal Use Only:

<u>Building Code Initials</u>	<u>Room #/Area/Key Access Description</u>	<u>Qty</u>	<u>Key #</u>	<u>Keymark</u>	<u>Key Code</u>

The Key Holder agrees NOT to duplicate nor permit duplication of the keys and will not give, loan or transfer keys to any other person. The Key Holder is required to pick up and turn in keys and key cards to the Campus Safety Office at CF102, Box 26, Ext. 5050 upon reassignment or ending employment at RCTC or WSU-R. If your key card or key is lost or stolen, it is your responsibility as a Key Holder to contact Campus Safety immediately at (507) 280-5050.

You will be notified when your keys are ready for pick up.

You will have 30 days to pickup your keys, otherwise the request will be cancelled.

Key Holder (Print Name)

Internal Use Only

Signature (upon pick up)

Key(s) made:

Requestor Notified: