## **UIS Police Department**

## KEY REQUEST OR CARD READER ACCESS

Form must be filled out in full before key can be issued or access approved Date: Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initial) \_\_\_\_ I-Card # Home Address Other \_\_\_\_\_\_ Dept. Phone # \_\_\_\_\_ Status: Student Faculty Staff GA/TA Full time faculty (Specify) E-mail: Adjunct faculty Student Worker Key Request Card Reader Access Card Reader Access (Bldg./Rm) \_ Key Requested (Bldg./Room) Card Reader Access (Dates of Access) Room Type: Office Work room Lab Entrance door Card Reader Access (Times of Access) Other (Specify) Card Reader Access (Expiration Date) Department Use Only Department Use Only Core #: Accessed Granted by: Key ID #: Received by: Received Date: Any Person issued a key to a University Building, area, or facility is responsible for safeguarding the key; returning the key to the UIS Police Department upon completion of use or recall; reporting immediately the loss or theft of the key to the UIS Police Department; and not transferring the key to another individual, key remains the property of the university and is not to be duplicated. A record of issuance will be made by the UIS Police Department. As of 9/17/2008, there will be a \$75.00 fine for lost, missing or non-returned keys. (Approved by Chancellor's Cabinet) Approval: Administrator/Director/Dean Signature: \_\_\_\_\_(Key Holder's Signature) Name: Department Head Print Signature: \_\_\_\_\_ (If student, needs supervisor's signature and reason for request) Signature: Department Head **COMMENTS:** Print Name: Dean/Director Phone #

Signature:

Dean/Director