

LUTHER COLLEGE

Faculty and Staff General Key Request Authorization

Date _____

Name _____

Academic/Administration Department _____

Position _____

Temporary Employees Require Vice President Approval _____

Luther ID # _____

Phone Extension _____

Is this key request a result of lost or stolen keys? _____ If yes, please explain the circumstances

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Key Requested For

Building	Area	Entrance	Key Number (if known)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How should these keys be assigned?

Permanent _____ Temporary _____ If temporary, date to be returned _____

A departing employee or one changing positions must return their key(s) to Facilities Services.

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Signature Required for Faculty and Staff Key Authorization

Department Head, Director or Dean

Date _____

In accordance with the Luther College Key Policy, all keys issued to faculty and staff must be requested in writing or sent via e-mail from the head of the department and may be reviewed by the Director of Facilities. Temporary employees will not be issued keys unless approved by the appropriate vice president. By signing a key out, faculty and staff agree to comply with the terms for care and use of keys that are stated in the Luther College Key Policy. **The individual requesting the keys must pick them up in person with required identification from the Facilities Services Office.** Lost, missing or stolen keys must be reported immediately to Security, ext. 2103, and the Director of Facilities Services, ext. 1010.