

NORTHWESTERN STATE UNIVERSITY					KEY/BUILDING/PARKING ACCESS FORM				
SECTION 1 - CAMPUS, REQUEST TYPE, CLASSIFICATION, DATE, AND COMMENTS (If Any)									
Campus		Request Type		Classification		Date Requested			
Natchitoches		New Key or Fob		Faculty					
Shreveport		Key Replacement		Staff		Comments			
Cenla		Return Keys or Fob		Graduate					
Leesville		Card Access		Undergraduate					
SECTION 2 - EMPLOYEE AND KEY INFORMATION									
Personnel Information				Building	Room Number	Type (Key/Fob/Card)	Engraving On Key	Key Quantity	
EMPLOYEE NAME									
CAMPUS ID NUMBER									
DEPARTMENT									
DEPARTMENT INDEX NUMBER									
PHONE NUMBER OR NSU EXTENSION									
SECTION 3 - ALL SIGNATURES MUST BE ORIGINAL OR DIGITAL. NO SIGNATURE STAMPS ARE ACCEPTED.									
APPROVALS									
BUDGET UNIT HEAD <small>(DEPARTMENT HEAD, DIRECTOR, DEAN, ETC)</small>						DATE			
VICE PRESIDENT - DEPARTMENTAL						DATE			
VICE PRESIDENT - UNIVERSITY AFFAIRS						DATE			
SECTION 4 - GENERAL REQUIREMENTS									
<ul style="list-style-type: none"> · Keys are property of the University and ANY DUPLICATION OF A UNIVERSITY KEY IS STRICTLY PROHIBITED. · Keys assigned to an individual are subject to periodic audit by the Key Database Manager. The University reserves the right to request assigned keys be returned at their discretion. · An authorized individual (employee) entering or leaving a locked building shall not permit any individual to enter who would not normally enter the building during the hours it is locked. · An employee may have guests so long as the guests stay in the proximity of the employee having the assigned key and the employee assumes full responsibility for their presence. · Employees entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so. · The unauthorized possession, use, or reproduction of a key may be construed as theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action. · Keys issued but not returned upon departure from employment will result in rekeying expenses to correct deficiencies in security. These expenses may be withheld from employee's final paycheck. · The Key Bank Office is in the Physical Plant, 998 South Jefferson-Room 105, on the main campus in Natchitoches. 									
SECTION 5 - SIGNATURES									
YOUR SIGNATURE BELOW SIGNIFIES THAT YOU: 1. ACKNOWLEDGE THE GENERAL REQUIREMENTS 2. HAVE RECEIVED/RETURNED YOUR KEYS									
EMPLOYEE SIGNATURE						DATE			
OFFICE USE ONLY		ACTION	PICK UP	DROP OFF	ENTERED	ON HOLD	IO	IT	
		DATE							
		INITIALS							