

**NC State College Facilities Department  
Key & Building Key Card Requisition Form 17-401a**

Date Requested _____			
Employee Name _____		Office Phone: _____	
Position _____	Department _____	Building _____	Room _____

This form covers all NC State buildings. Please check all that apply (only check 1 type of key per line) then fill in appropriate room number and building where it applies.

	Office Key	Classroom Key	Room Number	Building	Building Master Key (list building)	PROCEDURE:
						1.
2.						2. Approved request will be sent to the Facilities Manager for processing.
3.						3. The Facilities Manager will deliver all keys when available.
						4. When employee leaves employment of the college, said keys need returned to Human Resources Director, and then given to Facilities Manager.

*Authorizations –by signing below you are authorizing the above request(s).*

_____	_____	_____	_____
Employee	Date	Direct Supervisor/Dean	Date
_____	_____	_____	_____
Division Vice President	Date	President of College / or Pres. Staff Rep.	Date

**In no instance, shall a key be turned over to another employee. The keys are recorded to each employee who is held responsible for those keys.**

