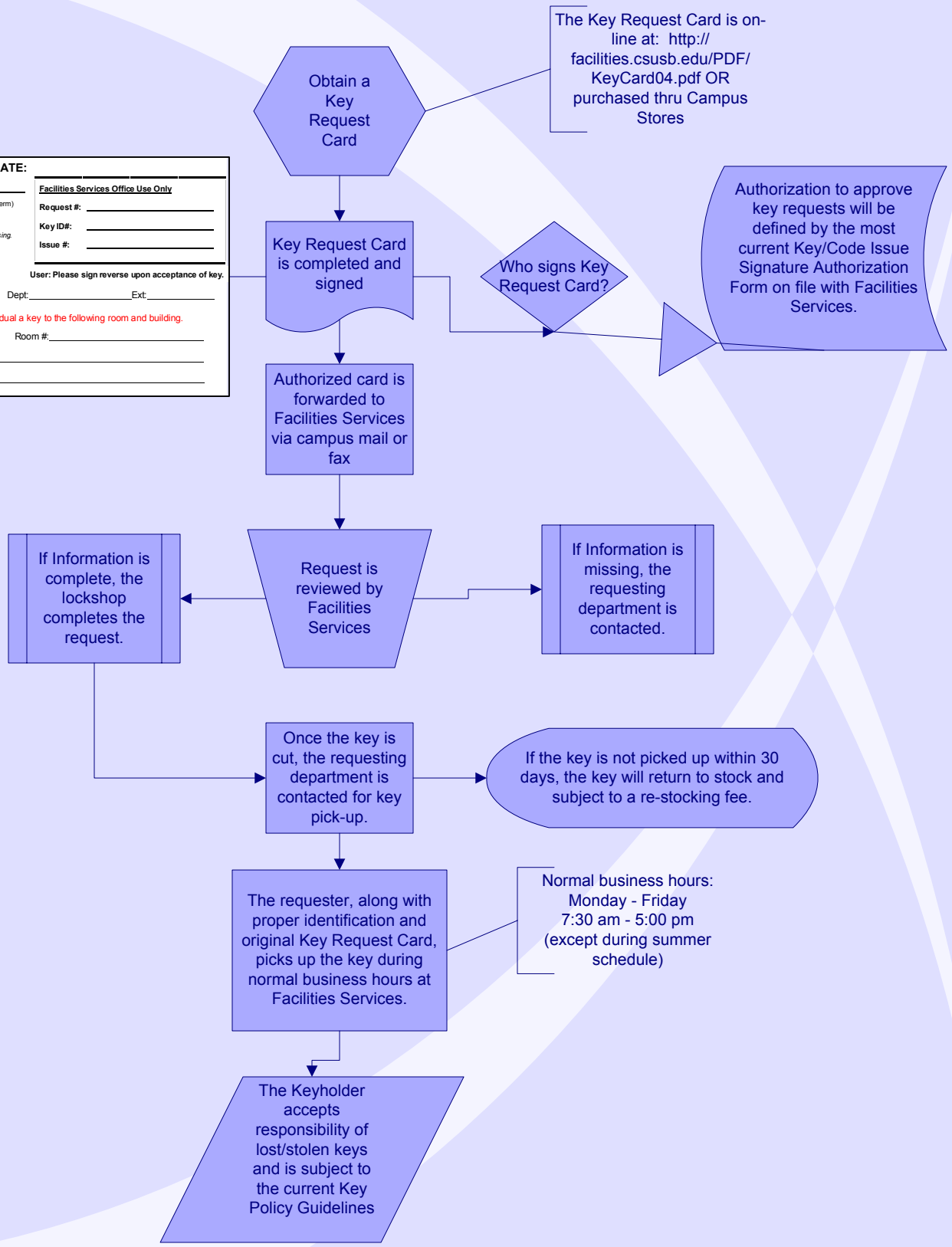


# Key Request Procedure

Facilities Services

The Key Request Card is on-line at: <http://facilities.csusb.edu/PDF/KeyCard04.pdf> OR purchased thru Campus Stores

KEY REQUEST CARD		DATE:
<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	
<input type="checkbox"/> PT Faculty	Quarter of Issue (Year/Term)	
<input type="checkbox"/> Staff	<input type="checkbox"/> Renewal	
<i>Please Note: Illegibility will cause a delay in processing.</i>		
Last name: _____		
First name: _____		
ID#: _____	Dept: _____	Ext: _____
<b>The signature below authorizes this individual a key to the following room and building.</b>		
Bldg: _____	Room #: _____	
Authorized Signature: _____		
Printed/Typed Name & Title: _____		



Authorization to approve key requests will be defined by the most current Key/Code Issue Signature Authorization Form on file with Facilities Services.

If the key is not picked up within 30 days, the key will return to stock and subject to a re-stocking fee.

Normal business hours:  
Monday - Friday  
7:30 am - 5:00 pm  
(except during summer schedule)