Updated 11/7/2012

KEY/ACCESS CARD REQUEST FORM
VIRGINIA TECH CHEMISTRY DEPARTMENT

This form must be completed in full (including signatures) in order to obtain keys for any Chemistry Department building or room.
Return this form to 306 Hahn Hall North. Requests take up to a week to process.
You will be notified by email when your keys are ready for pickup.

Name _____ Telephone _____

ID# _____ E-mail _____

Position _____
(*Faculty, Staff, Grad-student, Wage, Work Study, Research Scientist*)

Building and Room Numbers for Keys Being Requested

Building	Room #	Key #	Issued By	Dated returned	Received By

I acknowledge that the following keys and/or access cards are issued for my use only and will not be transferred or loaned to anyone and understand that failure to comply will result in the revoking of access rights to the key/cardholder. I will notify the Chemistry Department facilities representative immediately if any keys are lost or stolen. I assume all responsibility for ensuring the space for which I have been granted access is kept secured at all times and will comply with all Chemistry Department safety policies. I acknowledge that all keys and access cards remain the property of Virginia Tech and **must be promptly returned to the facilities representative upon termination of employment or need for access.**

********* Failure to comply with the above may result in disciplinary action and/or loss of key privileges *********

I hereby acknowledge receipt of key(s) to rooms listed on this form and the conditions attendant to their issuance.

Signature _____ Date _____

Authorization

_____ has my permission to be issued keys to each of the _____ (total number) of rooms listed above for the purpose of _____

_____.

_____(Signature) _____(Date)
Supervisor/Responsible Party

_____(Print)
Supervisor/Responsible Party