

Request Number (FPM Use Only) _____

KEY AUTHORIZATION & REQUEST

Last Name: _____ First Name: _____

PSU ID #: _____ ODIN: _____

Job Title: _____

Department: _____ Dept. Phone #: _____ Mail Code: _____

Reason for key: _____

Check if New Employee **Position:** Academic Staff Student Employee Student

Access Level

Required Authorization Signature(s)

Level 1 - Room/Office/Suite key

Employee's Manager

Level 2 - Department Master key

Manager AND Dean/Director

Levels 3 & 4 - FPM-specific keys

Manager AND Dean/Director AND FPM Director*

*Additional approval and signatures may be required, as determined by FPM Director

Building & Room	Additional key/location details (if necessary)	Key ID# (if known)	Access Level			
			1.	2.	3.	4.
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Background Check Date (required for Level 4 keys) _____

APPROVALS:

Signature _____ Print _____ Employee's Manager

Signature _____ Print _____ Dean/Director

Signature _____ Print _____ FPM Director

Signature _____ Print _____

Recipient will be notified via email when keys are ready for collection

Authorization & Release Form 8.2022

Form Guidelines:

- Key Authorizations require a valid and active ODIN username.
- A valid photo ID must be presented to Facilities & Property Management (FPM) staff for the key to be released to the recipient.
- Provide all known pertinent information regarding the access needed to aid FPM in determining the correct keys to issue - building & room numbers, key IDs, additional key/location details, etc.
- Authorization Signatures required depend on Access Level requested.
- Employees requesting FPM-specific keys (Levels 3 & 4) must complete an HR background check.
- Authorization Forms should be submitted to keys@pdx.edu.

TERMS & CONDITIONS RELEASE AGREEMENT

The individual signing this document as 'Recipient' agrees to the following:

- I have received the listed key(s) and I agree not to loan or have key(s) reproduced in any manner.
- Upon transferring to another office, departure from PSU or upon request, I will return the key(s) to FPM located in University Services Building, room 202, or to the Campus Public Safety Office, if after hours.
- In the event that my key(s) are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify FPM (503) 725-3738, Campus Public Safety (503) 725-4407, and my immediate supervisor. A Lost/Stolen key report must be submitted.
- All keys are subject to the current Fines and Fees Schedule. Fees will be charged directly to the assigned individual in the event that keys are lost or stolen:
 Room/Office/Suite: \$25 per key **Recipient Initials** _____
 Master: \$50 per key
 Grand Master: \$100 per key
 Great Grand Master: \$350 per set

Date Stamp
(FPM Front Desk use only)