Request Number (FPM Use Only)

MCECS SCS/CAT KEY AUTHORIZATION & REQUEST

Last Name:	First Name:		
PSU ID #:	ODIN:		
Date: Job Title	:		
Department:	Dept. Phone #:	Mail Code:	
Reason for key:			
Check if New Employe	ee Position : Academic	Staff Student Empl	loyee 🗌 Student
Building & Room Addition	onal key/location details (if necessary)	Key ID# (if known)	Access Level 1. 2. 3. 4.
Background Check Date (required APPROVALS:	for Levels 3 & 4)		
Signature	Print:	Telecommunications Department Chair	
Signature	Print:	CEE Department Chair	
Signature	Print:	CS Department Chair	
Signature	Print:	nt: ECE Department Chair	
Signature	Print:	ETM Department Chair	
Signature	Print:	MME Department Chair	
Signature	Print:	MCECS Computing Support/CAT Director	
Signature	Print:	Dean/Director	
Recipient will be notified via e	email when keys are ready for colle	ection 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.

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		

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 us only)