Request Number (FPM Use Only)

Authorization & Release Form 8.2022

VANPORT BUILDING KEY AUTHORIZATION & REQUEST

Section 1 – To be completed by Organization Organization: Org. Phone #: Mail Code: Last Name: First Name: Job Title: _____ ODIN:____ Reason for key: Check if PSU Employee/Student PSU ID#: Check if New Employee Access Level Requested & Required Authorization Signature Level 1. Room/Office/Suite...... Employee's Manager Manager AND Dean/Director Level 2. Master..... Key ID# (if known) Vanport Room Additional key/location details (if necessary) Access Level Section 2 – To be completed by Commercial Property Management Company Property Manager: ______Email: APPROVALS: Print Signature Employee's Manager Signature Print Dean/Director Property Management Company Signature Print Recipient and Property Manager will be notified via email when keys are ready for collection



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.
- 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	

Date Stamp
(FPM Front Desk use only)