

Request Number (FPM Use Only)

**KEY RING REQUEST**

PSU ID #: \_\_\_\_\_ ODIN: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Dept. Phone #: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Reason for key: \_\_\_\_\_

Check if New Employee                      Position:     Academic     Staff     Student

**Access Type Requested & Required Authorization Signature**

1. Room/Office/Suite .....Department Head/Director
2. Master ..... Department Head/Director **and** Dean/Administrative Officer **and** FPM Director\*
3. Grand Master..... Same as Master approval\* **\*\*and** Vice President of Finance & Administration
4. Great Grand Master..... Same as Master approval\* **\*\*and** Vice President of Finance & Administration

\* FPM Director signature is sufficient for FPM, CPC and EH&S staff for levels 2-4

\*\* FPM Director signature confirms completion of HR background check

Bldg./Rm #:(required)	Comments:	Key ID#	Access Type:			
			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"/>

**APPROVALS:**

Signature	Print	Department Head/ Director
Signature	Print	Dean/Administrative Officer
Signature	Print	Facilities & Property Management Director
Signature	Print	Vice President of Finance & Administration

**You will be notified via email when keys are ready for collection**

*Authorization & Release Form 08.2017*

**TERMS & CONDITIONS RELEASE AGREEMENT**

The request form must be completed electronically and printed (landscape format) or completed in blue/black ink. Key Authorizations forms will no longer be processed without a valid and active Odin username. The signatures must be original. Do not write/print on the reverse side. **Forms not completed in this manner or without original signatures will be rejected.**

A valid photo ID must be presented to FPM staff for the key to be released to the key recipient.

Employees requesting Grand Master and Great Grand Master keys must complete an HR background check.

Authorization Forms are accepted at the FPM front desk, second floor of the University Services Building.

All unclaimed keys will be returned to the locksmith after 30 days.

**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 demand, **I will return the key(s) to PSU Facilities & Property Management 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 PSU Facilities & Property Management (503) 725-3738, Campus Public Safety (503) 725-4407 and my immediate supervisor. A Lost/Stolen key report must be included:**  
<http://www.pdx.edu/facilities/access-control>

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: \$50 per key
- Master: \$150 per key
- Grand Master: \$250 per key
- Great Grand Master: \$350 per key

For the current schedule, go to: <https://www.pdx.edu/student-financial/sites/www.pdx.edu/student-financial/files/Fines%20%26%20Fees%20Final%207.2017%20%281%29.pdf>

Date Stamp  
(FPM Front Desk use only)