



RLSB KEY AUTHORIZATION & REQUEST

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

Last Name: _____ First Name: _____

PSU ID #: _____ ODIN: _____

Job Title: _____ Department: _____

Dept Phone #: _____ Mail Code: _____

Reason for key: _____

Recipient's Position: Academic Staff Student Check if New Employee

RLSB Room # (Required)	Comments:	Key ID#	Access Type:	
			1.	2.
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

RLSB Key Fee: \$ _____ To be paid by: Individual Dept. Index Code: _____

Please note: *Keys are only issued or released to end-users and key fees are non-refundable.*

APPROVALS:

_____ Signature	_____ Print: Department Head/ Director
_____ Signature	_____ Print: Dean/Exec. Director/AVP
_____ Signature	_____ Print: Facilities & Property Director (FPM Staff Only)
_____ Signature	_____ Print: Vice President of Finance & Administration

Instructions:

- * Form must be filled out with ink. (No pencil)
- * Do not print on the reverse side
- * If this is a lost key you must include a Lost/Stolen Key Report:
<http://www.pdx.edu/facilities/access-control>
- * Authorization Forms are accepted at the FPM Customer Service Center, second floor of the University Services Building.
- * Card Key access is not requested on this form. Card access is requested through CPSO following this link: <http://www.pdx.edu/cpso/access-request>

Access Type Requested & Required Authorization Signature

Room/Office/Suite.....	Department Head/Director
Master.....	Department Head/Director & Dean/ Administrative Officer or FPM Director (FPM/CPC/EH&S Staff Only)

