

**KEY AUTHORIZATION FORM
 FOR FAU JUPITER CAMPUS KEY(S)**

Procedure:

1. Employee/requestor must fully complete all fields of the authorization form.
2. After completing the form, requestor must then obtain his/her Dean/Director's signature.
3. Employee will take the form to the Campus Services Administrator, in AD 225 or email form to cummingt@fau.edu.
4. The Campus Services Administrator will confirm form completion, approve, and distribute key(s).
5. Please allow 2-3 days for processing.
6. The key(s) must be issued directly to the employee only.
7. Loss of key(s) will result in a charge to the employee and/or unit for the new key(s) and re-key. If key(s) are lost, a police report must be filed with FAU Police. (employee initials acknowledging agreement)
8. Upon resignation/termination, employee is required to return key(s) directly to Jupiter Key Office in AD 126 or be subject to charges for new key(s) and re-key. (employee initials acknowledging agreement)

To be completed by employee/requestor:

Employee Name: _____ Hire Effective Date: _____

Department/Office: _____

Dean/Director Name: _____ Title: _____

Dean/Director Signature Approval: _____

Employee is AMP Staff SP Staff Full-time Faculty Other: _____

Please issue this employee the following:

Key No.	Building Code/Room No.:	Processor Date:	Processor Initials:	Key Return Date:	Key Return Initials:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: External building door keys and building master keys are restricted

As an employee of Florida Atlantic University, I affirm that the above listed keys have been issued to me. I understand that failing to return my key(s) immediately upon resignation or termination may delay my last paycheck. I have read the key procedures and agree to the listed terms.

 Employee's Signature

 Date