

**DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY**  
**KEY REQUEST/BUILDING ACCESS**

**Employee/Grad Student Instructions:** Take this form to your supervisor for key authorization and/or building access. Once your supervisor has completed the form, return it to the Department Administrative Office for further processing. Requests will only be processed once all hiring/graduate student appointment paperwork is complete through the entire university system. You will be notified when your key card or keys are ready for pick-up and/or access has been assigned.

**NOTE:** If the supervisor is out-of-town, an email authorization containing the same information from the supervisor to the office staff will be accepted in lieu of this form until the supervisor returns. This is **only** when the supervisor is out-of-town.

**Supervisor Instructions:** You must complete this form by printing the name of the employee/grad student, OU Sooner ID#, the room number(s) for which you are authorizing the employee/grad student to receive key(s), sign and date below. If you are not authorizing keys but are authorizing building access after-hours, write "Access Only" in the first row under Room#. Please have employee/grad student return this form to the Department Administrative Office after you have signed it.

Name of employee authorized to receive key(s): \_\_\_\_\_

Employee/Grad Student OU ID # \_\_\_\_\_

Building	Room#	Office Use Only: Serial#	Office Use Only: Key Core#	Comments	Date Returned
SLSRC					
SLSRC					
SLSRC					
SLSRC					
SLSRC					
SLSRC					
SLSRC					
SLSRC					
SLSRC					

\_\_\_\_\_  
Signature of Supervisor authorizing keys/building access

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

**I will be personally responsible for these keys and agree to return them to the Department Administrative Office prior to, or on the last day worked. Any keys lost or not returned, may be billed to you or your bursar account upon replacement.**

\_\_\_\_\_  
Signature of Employee when key card or keys are picked up

\_\_\_\_\_  
Date

Office Use Only:

\_\_\_\_\_  
Signature of Staff Distributing a Key Card or Keys

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff Receiving Returned Keys

\_\_\_\_\_  
Date