

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY MAIN CAMPUS KEY REQUEST

Employee/Grad Student Instructions: Take this form to your supervisor for key authorization. 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 abeste@ou.edu will be accepted in lieu of this form. 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#	Serial #	Key Core #	Comments	Date Returned

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