

REQUEST ACCESS TO PURDUE NORTHWEST FACILITIES

Name of Requester: _____ Department: _____

Job Classification (Please Choose One) Faculty Staff LT Grad Assist Student Worker Temp

Policy prohibits student employees from possessing University Keys, Card access request will still be allowed on Hammond Campus

Building	Room#	Cabinet#	Hook#	Key Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Exterior Door

Requesters' Signature _____ Date: _____

Approved by Department Head: By adding my signature, I verify that the requester is classified as a faculty/staff employee of Purdue University Northwest.

Department Head _____ Signature _____ Date _____

Requestor..... By my signature, I understand that keys and/or access card issued to me are my personal responsibility and I agree to not loan any key and. /or access and I further agree to personally return all keys and/.or access to the Issuing department upon termination of employment. I also understand that in the event any key assigned to me is lost or stolen, I am responsible to immediately notify my supervisor and the issuing facility. I also agree to pay the following fines to cover replacement cost of each key and/or access card that is lost, stolen or not returned upon termination of employment.

Access Card \$15.00

Grandmaster/Exterior Door Key \$50.00

Room/Sub Master \$25.00

Additional Note: Keys/cards lost or loaned may result in denial of access or replacement.

Once completed and signed, forward form to the Facilities Service office at PNWfixit@pnw.edu. Keys, approved for distribution, may be picked up at Facilities Services on the Hammond Campus and Westville Campus during normal business hours and with 2 business day's notification.

Justification required for Grandmaster Request:

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Signed authorization is required for all Grandmaster access

Hammond Campus _____ Date _____
Director Brian Miller

Westville Campus _____ Date _____
Interim Director of Facilities & Grounds Scott Parsons