

**Northland Community and Technical College
Key/Card/Fob Access Request Form**

Name of Requestor: _____

Department: _____

Date of Request: _____

Please indicate: Key Card Key Fob (\$25 charge to Cost Center: _____)

Identify the area(s) of the college for which access is being requested:

1. _____
2. _____
3. _____

I realize it is my responsibility to immediately report a lost or stolen key/card/fob to the Director of Facilities. As an employee, I realize I may be billed personally in the amount of \$25 for any lost or unreturned keys/cards/fobs (\$100 for master keys/cards/fobs), which are assigned to me. As a business/contractor, I realize I may be billed in the amount of \$100 for any lost or unreturned keys/cards/fobs, which are assigned to me.

I realize it is my responsibility to return all keys/cards/fobs for Northland Community and Technical College to my supervisor upon separation of employment from Northland Community and Technical College.

I recognize that I am not authorized to duplicate any keys which are issued to me from Northland Community and Technical College nor shall I loan the keys which are issued to me to any individual who is not authorized to obtain access for area(s) for which I possess keys.

Signature _____

Date _____

Approved

Denied

Reason for Denial: _____

President/Designee Signature: _____

Date: _____