

# Bard Faculty, Staff, and Student Key Authorization

This authorizes the Physical Plant to issue keys to:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Bard ID#: \_\_\_\_\_ Email: \_\_\_\_\_@bard.edu Phone: \_\_\_\_\_

Type: \_\_\_ Student \_\_\_ Faculty \_\_\_ Staff \_\_\_ Guest Housing \_\_\_ Temp (Start: \_\_\_\_\_ End: \_\_\_\_\_)

\_\_\_ Other \_\_\_\_\_

## Access Details

Key 1: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 2: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 3: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 4: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 5: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 6: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 7: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 8: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

Key 9: Location \_\_\_\_\_ Room \_\_\_\_\_ Key/Swipe/Serial # \_\_\_\_\_

## Authorization

Authorizing Department Head:

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Key Recipient Confirmation:

*These keys are to be returned to Physical Plant at the end of your employment. Keys are not to be exchanged between employees. All keys transactions are to take place at Physical Plant.*

**Please check this box to agree to these terms.** \_\_\_

Signature \_\_\_\_\_

Date Retrieved \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

Date Returned \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_