

**KEY AUTHORIZATION FORM  
FOR FAU JUPITER CAMPUS KEY(S)**

Procedure:

1. Employee/requestor must fully complete all fields of the authorization form.
2. \$IWHU FRPSOHWLQJ WKH IRUP UHTXHVWRU PXVW WKHQ RE

Administrator will confirm form completion, approve, and distribute key(s).

5. Please allow 2-3 days for processing.
6. The key(s) must be issued directly to the employee only.
7. Loss of key(s) will result in a charge to the employee and/or unit for the new key(s). If key(s) are lost, a police report must be filed with FAU Police.   (employee initials acknowledging agreement)
8. Upon resignation/termination, employee is required to return key(s) directly to the Key Office in AD 126 or be subject to charges for new key(s) and key.   (employee initials acknowledging agreement)

To be completed by employee/requestor:

Employee Name: \_\_\_\_\_ Hire Effective Date: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Dean/Director Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dean/Director Signature Approval: \_\_\_\_\_

Employee is  AMP Staff  SP Staff  Full-time Faculty  Other: \_\_\_\_\_

Please issue this employee the following:

Key No.	Building Code/Room No:	Processor Date:	Processor Initials:	Key Return
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