

# LUTHER COLLEGE

## Master Key Request Authorization

Date \_\_\_\_\_

Name \_\_\_\_\_

Academic/Administration Department \_\_\_\_\_

Position \_\_\_\_\_

Luther ID # \_\_\_\_\_

Phone Extension \_\_\_\_\_

.....

### Key Requested For

Area Requesting Access \_\_\_\_\_

Description \_\_\_\_\_

Master Key \_\_\_\_\_ Key Number \_\_\_\_\_

Justification \_\_\_\_\_

### How should these keys be assigned?

Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ If temporary, date to be returned \_\_\_\_\_

Keys are not to be "loaned" or "transferred" to other individuals. A departing employee or one changing positions must return their key(s) to Facilities Services.

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### Signature required for master authorization

Department Head, Director or Dean

\_\_\_\_\_

Date \_\_\_\_\_

Director of Facilities Services

\_\_\_\_\_

Date \_\_\_\_\_

Vice President for Finance and Administration

\_\_\_\_\_

Date \_\_\_\_\_

In accordance with the Luther College Key Policy, all grand master keys must be requested in writing from the head of the department and approved by the Director of Facilities and the Vice President of Finance and Administration. All employees issued a grand master must sign a statement acknowledging responsibility of the use and care of the keys. **The individual requesting the keys must pick them up in person with required identification from the Facilities Services Office. Lost, missing or stolen keys must be reported immediately to Security, ext. 2103, and the Director of Facilities Services, ext. 1010.**