

LUTHER COLLEGE

Master Key Request Authorization

Date _____

Name _____

Academic/Administration Department _____

Position _____

Luther ID # _____

Phone Extension _____

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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.**