

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

Procedure:

1. Employee/requestor must fully complete all fields of the authorization form.
2. After completing the form, requestor must then obtain his/her Dean/Director's signature.
3. Employee will take the form to Ralph DeMarco, Campus Services Specialist, in AD 126.
4. The Campus Services Specialist will confirm form completion, approve, and distribute key(s).
5. The key(s) must be issued directly to the employee only.
6. Loss of key(s) will result in a charge to the employee and/or unit for the new key(s) & re-key. If key(s) are lost, a police report must be filed with FAU Police. (employee initials acknowledging agreement)
7. Upon resignation/termination, employee is required to return key(s) directly to Ralph DeMarco in AD 126 or be subject to charges for new key(s) and re-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:	Processor Initials:	Key Return Date:	Key Return Initials:
Key No.: _____ Bldg. Code/Rm No.: _____			
Key No.: _____ Bldg. Code/Rm No.: _____			
Key No.: _____ Bldg. Code/Rm No.: _____			
Key No.: _____ Bldg. Code/Rm No.: _____			

(Note: External building door keys and building master keys are restricted.)

As an employee of Florida Atlantic University, I affirm that the above listed keys have been issued to me. I understand that failing to return my key(s) immediately upon resignation or termination may delay my last paycheck. I have read the key procedures and agree to the listed terms.

_____ Date _____
 Employee's Signature