

Memorandum: Key Authorization

Date: _____

Dept. Head Approval (sign): _____	Dept.: _____
Prepared By: _____	Dept. Head (printed): _____

Please complete this form with the names and signatures of the persons authorized to sign key request cards, and return this form to the Key & Access Coordinator. The new authorized signatures will be valid and the old key authorization forms will be discarded.

Only those persons whose signatures appear below will be authorized to issue keys. Keys will NOT be issued for other departmental areas without the approval of that particular department. It is the responsibility of the authorized person to issue keys only to their department's area.

PLEASE DESIGNATE FOR EACH SECTION

- A. **Master Key** – Not issued without a written request from the Dept. Head. Call for information on details to be included in the memo.
- B. **Sub-Master** – A key which opens more than one door in a portion of a University Building.
- C. **Change Key** – A key which opens a door in a University Building.
- D. **Outside Door Key** – Opens an exterior door to a University Building.

Applicable Section (Example: B, C, D)	NAME AND UNIVERSITY POSITION	SIGNATURE

If you have any questions, please contact Vanessa Abbot, Key & Access Coordinator at 541-346-5446.

Please remind faculty, staff, and students to return keys upon termination from the University. Key security is a team effort - please assist us to make your building secure by reporting individuals who are leaving the University and/or a particular department.