COMMONWEALTH UNIVERSITY
<u>KEY REQUEST/CARD ACCESS REQUEST</u>

Request Date:	Campus:	
Requestor Information		
Requestor Name:	Employee ID:	
Department:	Email:	Phone:
Campus Address:	SAP Cost Funds Ctr #:	
___ Faculty ___ Staff ___ Graduate Student ___ Permanent Employee ___ Temporary Employee		

Request #1	
Building Name:	Room # and/or description:
Purpose of Request:	

Select all that apply:

	Key Request	Key # _____
	Core Change Request	Core # for change:
	Card Access Request (categories):	___24/7 ___Early Access ___Late Access

				Key Control Officer Comments
	Saturdays from:		To:	
	Sundays from:		To:	
	Access on non-academic days			
	Expiration date for request:	_____		

Request #2	
Building Name:	Room # and/or description:
Purpose of Request:	

Select all that apply:

	Key Request	Key # _____
	Core Change Request	Core # for change:
	Card Access Request (categories):	___24/7 ___Early Access ___Late Access

				Key Control Officer Comments
	Saturdays from:		To:	
	Sundays from:		To:	
	Access on non-academic days			
	Expiration date for request:	_____		

Required Signatures		
Dean/Director/VP Name:	Sign:	Date:
Key Control Officer Recommendation:	MWO#:	Date:
Chief Facilities and Safety Officer: Stacy Wagner	Sign:	Date:
Email completed form to:	*<u>Bloomsburg Campus</u> : Kollyn Kerstetter, kkerstet@commonwealthu.edu* *<u>Lock Haven Campus</u> : Craig Rhoads, crhoads@commonwealthu.edu* *<u>Mansfield Campus</u> : Richard Alexander, ralexand@commonwealthu.edu*	

Key Pickup	
Verify key #:	Date:
Signature:	

To request a new photo ID card, contact the card center on the appropriate campus:

BU: 203 Warren Student Services Ctr.   LHU: Parsons Union Building Bookstore   MU: Mountie Den Bookstore

1. Electronically complete requestor information and details of the request.

Access Card Category:	What it does:
24/7	Allows access 24 hours a day, every day*
Early Access	Allows access from 4 a.m. until the door auto unlocks - weekdays only*
Late Access	Allows access from when the door auto locks until 10 p.m. - weekdays only*
Saturdays	Allows access on Saturdays - indicate time frame needed*
Sundays	Allows access on Sundays - indicate time frame needed*

*Access is granted during normal working days only during the academic year unless the "Access on non-academic days" box is checked.

Access on non-academic days: Access when University is on break or not in session

2. Email form to Dean/Director/VP for electronic signature.

3. Email completed form to key control officer:
   ***Bloomsburg Campus** : Kollyn Kerstetter, kkerstet@commonwealthu.edu*
   ***Lock Haven Campus** : Craig Rhoads, crhoads@commonwealthu.edu*
   ***Mansfield Campus** : Richard Alexander, ralexand@commonwealthu.edu*

4. Key control officer reviews request, makes recommendation, submits to Chief Facilities and Safety Officer, Stacy Wagner, swagner@commonwealthu.edu

5. Notification will be sent to the requestor when the key(s) are ready for pickup or core/access card changes are complete.

6. Key(s) must be picked up by the requestor with ten (10) days after notification. Photo ID is required to receive the key(s).

Two keys/card access/core changes for the same requestor may be processed on one form.
Keys will be issued ONLY to the requestor *and must remain in the possession of the requestor except as noted in the Key Policy or until they are returned to the Key Control Officer.*
Once card access is authorized, the card must remain in possession of the requestor.