

COMMONWEALTH UNIVERSITY
KEY REQUEST/CARD ACCESS REQUEST

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:
Facilities Management Approval:	Sign:	Date:
Email completed form to: <u>Bloomsburg Campus</u> : Kimmer VanGilder, kvangilder@commonwealthu.edu <u>Lock Haven Campus</u> : Tara Koch, trr259@commonwealthu.edu <u>Mansfield Campus</u> : Brad Lawton, klawton@commonwealthu.edu		

Key Pickup	
Verify key #:	Date:
Signature:	

Key/Access Card Request Procedure

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.

<u>Access Card Category:</u>	<u>What it does:</u>
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 : Kimmer VanGilder, kvangilder@commonwealthu.edu

Lock Haven Campus : Tara Koch, trr259@commonwealthu.edu

Mansfield Campus : Brad Lawton, klawton@commonwealthu.edu

4. Key control officer reviews request, makes recommendation, submits to Facilities Management for approval.

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.