

Microbiology & Molecular Genetics Key & ID Card Access Request Form



DATE:

EMPLOYEE INFORMATION:

Last Name, First Name	Position	Phone #	Email
Department	MMG Lab	APID / ZPID	6-digit code on back of ID card

JUSTIFICATION:

New Employee: _____ Office Move: _____ Lost Key: _____ Leaving MMG: _____ Update: _____ Other: _____

KEY(S) REQUESTED:

Building	Room #	Key #

OFFICE USE ONLY:

Issue Date	Return Date

ID CARD ACCESS REQUESTED:

Building	Floors		

OFFICE USE ONLY:

Access Removed

**Note: Please see PSL Dept. for access to 2nd and 3rd floors*

EMPLOYEE ACKNOWLEDGMENT:

I have read and understand the key and ID card access policies.

Employee Signature (eSignature is acceptable) Date

**Note: Employee must present this form with ID in the MMG office to be issued keys and ID card access.*

REQUEST APPROVAL:

All key & ID card access requests must be approved by a MMG Authorized Approver. MMG Building Access Manager will issue the appropriate key(s) and ID card access to meet needs as identified above.

Unit Authorized Approver (Faculty Supervisor)/PI Signature of Approval (eSignature is acceptable) Date

FOR MMG OFFICE USE ONLY:

Keys Assigned - Initials: Spreadsheet Updated: Building Access – Initials:
Date: _____ Date: _____ Date: _____