

WSU MOUNT VERNON NWREC ACCESS REQUEST FORM

Employee Name: _____ Arrival: _____ Est. Departure: _____

Supervisor Name: _____ Program/Department: _____

The new employee will be: ☐ Full-time ☐ Part-time ☐ Temporary Hourly Employee ☐ Volunteer

Type of Access Required:

Prox Card: ☐ No ☐ Yes - Staff Member (all hours)

☐ Yes - Temp/Hourly Employee (Monday-Friday, 8am-5pm)

"Anyone needing access outside normal business hours will need an alarm code."

Building Alarm Code: ☐ No ☐ Yes **Key:** ☐ No ☐ Yes

Fuel Code: ☐ No ☐ Yes

This form is legal and binding; please read carefully before signing

I, _____, agree to use assigned key(s) and/or proximity card for official University purposes only, to maintain keys and/or proximity card in a secure and responsible manner, and not allow an unauthorized person to use the keys or proximity card assigned to me. I further agree to abide by the University policy which forbids me to reproduce a University key or allow it to be reproduced. I understand that inappropriate use of University keys and/or proximity card may subject me to disciplinary action by the University.

I understand that any loss, damage or failure to return an assigned key or proximity card may make me subject to costs of replacement and/or rekeying. In case of failure to return a key and failure to pay for key replacement and/or lock rekeying, I understand that the University may enforce by all legal means its right to repayment for all costs incident to replacement, including attorney fees and litigation costs. Failure to repay may also result in referral to a collection agency and/or credit bureau.

I understand that lost keys and/or proximity cards must be reported immediately to the Facilities Manager.

Lost or damaged employee proximity cards will result in a \$5 replacement fee. Replacement costs for keys and cores could be significant; cost of rekeying varies depending on the key type.

I certify that I have read and understand the above University policy.

_____/_____/____

Key/Prox Card **Received** Signature

Date

Phone Number

Key (type) Issued: _____

Prox Card No: _____ Alarm Code: _____ ID() Fuel Code: _____