

WSU MOUNT VERNON NWREC
KEY REQUEST/ASSIGNMENT & PROXIMITY CARD REQUEST FORM

Steps for Keys and Prox-Card:

1. **Supervisor: Submit this form to Facilities Manager Dan Gorton, dgorton@wsu.edu,** on or before new person's arrival
2. Card Issued by Facilities Manager
3. Prox Card Training by Facilities Manager

Access Requested:

- Staff Member: All Hours
- Temporary Hourly Employee: Monday – Friday (8 a.m. to 5 p.m.)

Employee Name: _____

WSU ID No: _____ WSU NetID: _____

Supervisor Name: _____ **Date:** ____/____/____

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

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/Proximity Holder Signature Date Phone Number

Key(s) issued: _____ **Date:** ____/____/____

Proximity Card No: _____ (assigned by Facility Manager)