

Polytechnic Facilities Key System box Account Request Form

Section I: Applicant Information – Please Print		
Name	ASU ID# (1000...)	Date
E-mail	Department/Company	Phone Number
Sun Card Badge # (off back side)	ASURITE ID	FAX Number

Section II: Applicant Signature	
<p>I request access to the Polytechnic Facilities Key System box. The Key System box contains sets of keys that allow access to buildings and areas on the ASU Polytechnic campus.</p> <p>By checking out keys from the Key System box, I understand that I am responsible for those keys I have checked out, until they have been returned to the box. I agree that I will not check out keys and give them to anyone else, nor will I check in keys that someone else has checked out. Should the keys I have checked out become lost or stolen, I am solely responsible for any costs incurred to replace them. Refer to document PDP 206: Building Access Services for the university's official policy on keys and building access.</p> <p>I have read the statement and the PDP 206: Building Access Services policy shown above and agree to its terms.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Print Name of Unit Head* Authorized Signer <small>*Unit head – VPs & Deans</small>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Authorized Signer's Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Section III: Polytechnic Facilities Approval		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Processed by (print)	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date Processed	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Position Number
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Poly Facilities Signature		

- Personal receipt of PDP 206: Building Access Services, please initial.
- Electronic/e-mailed receipt of PDP 206: Building Access Services, please initial.
- Faxed PDP 206: Building Access Services, please initial.

AFTER authorized signer's signature is completed, SCAN document into an e-mail and send to polyfacman@asu.edu, OR FAX the completed form to Polytechnic Facilities at 480-727-1114, OR SEND via campus mail to Polytechnic Facilities – Pat King (FMPD-105) mail code 4680.