

# FACILITIES MANAGEMENT

## Key Authorization Signature Form 2018-2019

Please note that no key requestor can approve his or her own key request. The staff, faculty, and/or student's department authorized signers must approve the request.

If key requested is a Master Key, Submaster Key or Gate Access Card, signature approval from Dean or Vice-President with authority over the designated space is mandatory. These requests are also subject to Facilities Management approval.

Be sure to provide all applicable department' signature below with a minimum of two signatures.

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**DIVISION/ COLLEGE**

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**DEPARTMENT**

**AUTHORIZED SIGNATURES FOR KEY ISSUE REQUEST:** (Must have minimum of 2 signatures)

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Name (First Last) Signature

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Email (email@csus.edu) Extension (8-XXXX)

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Name (First Last) Signature

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Email (email@csus.edu) Extension (8-XXXX)

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Name (First Last) Signature

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Email (email@csus.edu) Extension (8-XXXX)

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Name (First Last) Signature

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Email (email@csus.edu) Extension (8-XXXX)

**APPROVED BY:**

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**DEAN OR VICE-PRESIDENT** (signature)

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**NAME** (First Last)