

FACILITIESMANAGEMENT
Key Authorization Signature Form 2022-2023

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.

DIVISION/ COLLEGE

DEPARTMENT

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

Name (First Last)

Signature

Email (email@csus.edu)

Extension (8-XXXX)

Name (First Last)

Signature

Email (email@csus.edu)

Extension (8-XXXX)

Name (First Last)

Signature

Email (email@csus.edu)

Extension (8-XXXX)

Name (First Last)

Signature

Email (email@csus.edu)

Extension (8-XXXX)

APPROVED BY:

DEAN OR VICE-PRESIDENT (signature)

NAME (First Last)