

UWG ACCESS CONTROL KEY REQUEST FORM

This form must be completed by the employee's supervisor or Departmental Access Coordinator (DAC). Please send completed form to Facilities – Access Control or email to uwg_access_control@westga.edu

GENERAL INFORMATION			
CONTACT		DATE	
DEPARTMENT		PHONE	
ACCOUNT #			

REQUEST TYPE	<input type="checkbox"/> NEW KEY	<input type="checkbox"/> DAMAGED/BROKEN KEY	<input type="checkbox"/> LOST KEY
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BUILDING	ROOM #	QTY	COST	KEY MARK
TOTAL				

KEYHOLDER INFORMATION			
FIRST NAME		LAST NAME	
TITLE		DEPT	
UWG ID# (917)		EMAIL	

General Policy: *The Access Control Manager will assign the lowest level of access to the individual's card and/or key credential. Physical keys that have to be created will incur a service charge and be charged to the department.*

Members of the faculty, staff, students and non-collegiate employees who have been issued keys must agree not to loan, duplicate, or hand-off keys to anyone for any reason. Violation may cause disciplinary action up to termination from employee and re-imbursement for all associated costs.

All lost keys must be reported immediately to University Police, Department Head, and Access Control.

SUPERVISOR/DAC PRINT NAME			
SUPERVISOR/DAC SIGNATURE		DATE	

ACCESS CONTROL NOTES	
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