

Key or Access Card Request Form

(please use a separate form for each person/key/card)

Details

Date:/...../

Name of person requiring Key or Card:
(Please print)

Staff or Student ID Number: ID Expiry Date:/...../

Budget Centre Contact Name:.....

School or Section: Phone No:

Position:
(General Staff Member, Academic Staff Member, Honours Student, Postgraduate Student, Undergraduate Student, AMC Industry Student)

Location and Access Details

Key: approx \$30	New	<input type="checkbox"/>	<u>Access Card: \$10</u>	<input type="checkbox"/>	New:	<input type="checkbox"/>
	Replacement	<input type="checkbox"/>	<u>Access Fob: \$15</u>	<input type="checkbox"/>	Replacement:	<input type="checkbox"/>
	(List reason in comments)				Existing:	<input type="checkbox"/>

Key Stamping:
(Numbers and letters stamped into existing key)

Access Card Number:

Campus:

Building Name: Grid Ref:
(If known)

Door/Rm Numbers: Days: Times:

Comments:

Head of School or Section Approval (Required)

Name: Signature:

Date:/...../ Debit Account: OP...../...../

Send Completed Form To

Hobart:	Property Services, Private Bag 35	Fax To: 03 6226 2797
Launceston:	Property Services, Locked Bag 1365	Fax To: 03 6324 3630

Internal Use Only (Property Services)

Key Stamping: Colour:

Card Type: Card Number: Qty:

Checked by:
(Please print)

Collection Receipt (To be signed when collecting key or card)

On receipt of this key or access card, I agree to abide by the requirements of the Key and Access Card Policy.

Print Name.....

Signature: Date:/...../