CALIFORNIA STATE UNIVERSITY BAKERSFIELD POLICE DEPARTMENT KEY/PROXY CARD REQUEST FORM

Name of individual to whom key will be issued:					Individual's Title & Department:			
Last	First M			<u></u>	Title	Depart	Department	
Work Phone:					Supervisor:		Ext:	
Home Phone:					Dean/Dept Head:Ext:		Ext:	
COMPLETE THIS SECTION TO REQUEST PROXY CARD ACCESS								
Proxy Card # (1 st 5 numbers on back of Runner ID)								
Check only one of the 3 boxes below. If "other" is checked, complete all requested information. 24 hours/7 days								
☐ Monday – Friday: 8:00 a.m. – 5:00 p.m.								
Other Hours:a.m. top.m. M T W Th F Sa Su								
COMPLETE THIS SECTION FOR KEY REQUEST								
					FOR OFFICE USE ONLY			
	Building Name	Room #	Key#		Building #	Door #	Hook #	
Key #1								
Key #2 Key #3								
Key #4								
Key #5								
I understand that key(s) no longer needed to perform job duties are required to be turned in to the University Police Dept. prior to issuance of new key(s). Check only one box below. Signature of employee and Department Head are required. Individual has keys he/she no longer needs to perform job duties.								
# of keys to be turned in								
Signature of Individual being issued key Signature of Dean or Department Head								
This request is for additional key(s) necessary for the individual's job duties. No key(s) are required to be turned in.								
Signa	Signature of Individual being issued key Signature of Dean or Department Head							

NOTE: If your key or proxy card is lost or stolen, call the University Police Department at (661) 654-2111 immediately to report it.