Friday, July 6, 2007

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 MI	_____ _____ Title Department
Work Phone: _____	Supervisor: _____ Ext:_____
Home Phone: _____	Dean/Dept Head: _____Ext:_____

COMPLETE THIS SECTION TO REQUEST PROXY CARD ACCESS

Proxy Card # *(1st 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. to _____ p.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.

_____ _____
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.

Reset Form Print Form