



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

Name of individual to whom key will be issued: Individual's Title & Department: Work Phone: Home Phone: Supervisor: Dean/Dept Head:

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.

COMPLETE THIS SECTION FOR KEY REQUEST

FOR OFFICE USE ONLY

Table with 8 columns: Building Name, Room #, Key #, Building #, Door #, Hook # and 5 rows for Key #1 to 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).

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.