



UNIVERSITY OF NEVADA LAS VEGAS

# LOCKSMITH SERVICES SIGNATURE AUTHORIZATION CARD

Date: \_\_\_\_\_

## ORIGINAL SIGNATURES ARE REQUIRED

**\*\*\* Copies and faxes will not be accepted \*\*\***

- Fill out and print this form
- Make sure the form is dated
- Obtain the necessary signatures
- Return to:

Facilities Help Desk  
CSB 132 · Mail Stop 1048  
895-4357

### \* DEPARTMENT OR ORGANIZATION INFORMATION

Department or Organization Name

Dept./Org. Location (Building/Room #)

Office Phone #

**NOTE: Persons listed in the roles below are subject to the provisions of the Campus Key Policy found at <http://facilities.unlv.edu>**

### \* KEY APPROVERS: Authorized to approve electronic key requests. Will be sent an e-mail when keys are ready for approval

Approver Name (print or type)

Signature

Phone #

Approver Name (print or type)

Signature

Phone #

Approver Name (print or type)

Signature

Phone #

Approver Name (print or type)

Signature

Phone #

### \* AUTHORIZATION SIGNATURE: Endorsement of Department Chair, Dean, Vice President or Authorized Representative

**NOTE: The name listed below will not receive e-mails to approve keys – however, if you would prefer to receive approval e-mails, check the box below.**

Name (print or type)

Phone #

Signature

This card expires when the endorsing signature above changes departments or leaves the University

**THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS**