



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

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

When you sign, please check the box if you would like to receive e-mails to approve keys.

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

LS-SAC: 6-23-10

THIS AUTHORIZATION SUPERSEDES ALL PREVIOUS AUTHORIZATIONS