

## Key & Swipe Access Form

Name: \_\_\_\_\_ Student ID or Employee ID #: \_\_\_\_\_

Email: \_\_\_\_\_ BuffOne Card Number #: \_\_\_\_\_

Room #'s Requesting Keys For:

\_\_\_\_\_

Room #'s Requesting Swipe Access For:

\_\_\_\_\_

Request Approved By: \_\_\_\_\_ (Faculty/Advisor)

Signature of Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Requesting Room Access: \_\_\_\_\_

\_\_\_\_\_

**NOTE:**

Keys will NOT be issued to undergraduate students.

Building swipe access will NOT be issued to undergraduate students. (Needs Department Chair Approval)

Students can get swipe access to rooms within the building that have card reader access with appropriate approval.