



XAVIER UNIVERSITY OF LOUISIANA

1 Drexel Drive
New Orleans, Louisiana, 70125
Office of the Building Services
Bruce Hamilton, Director of Building Services
Phone (504) 520-7324 Fax (504) 520-7939

KEY REQUEST FORM

This form is to be completed by each individual being issued key(s), card or access code
Requests for access card(s) or access code must be forwarded in a sealed envelope

REQUESTOR INFORMATION:

Name: _____ Date: _____

Department: _____ Building: _____ Floor: _____

Phone Number: _____ Fax Number: _____

Department Account Number: _____

REASON FOR REQUEST:

___ New Employee ___ Lost Key ___ Broken Key ___ Office Relocation ___ Lock Change
___ Other ___ LRC/Pharm. Access card Personal ID#: _____
(Min. four digits provided by requestor)

LOCATION INFORMATION:

| Item | Room Number | Building | Floor | Key Number (If available) |
|------|-------------|----------|-------|---------------------------|
| | | | | |
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Receipt Acknowledgement

The information provided above is true and accurate and as a condition of being an access card, key or pass code by Xavier University of Louisiana
All of the rights and privileges associated with the issuance and possession of the key(s), card or code can and will be revoked for misuse. This key, card or code is non-transferable.
Lost or stolen keys or cards must be reported immediately to Building Services. Keys will be replaced at a cost of \$15.00 to the initial bearer. Cards will be deactivated immediately once reported lost or stolen and replaced at a cost of \$25.00. Any occurrences of loss or theft in the controlled area after the card or key is lost or stolen will be the responsibility of the card or key bearer if not reported immediately. (Lock/Change out will be charged per contract cost).

Signature of Requestor

Date

Department Head/Chair Approval

Date

Vice President

Date

Building Services

Date