

Email keys@csusb.edu your completed and signed Key Request Cards.

Please read before you begin:

Please be aware that the Key Request Card **MUST** be *typed, completely in its entirety for each key* and signed by an authorized signer to be accepted by Facilities Management – Key Issuance. Please note that there a \$15.00 administrative fee for programming stand alone electronic locks (non-network locks). A Chartfiled String must be provided at the time of the request.

ID# indicates the following:

Students: **student MyCoyote identification number** beginning with “0”.

Staff or Faculty: PeopleSoft **employee identification number** typically beginning with “0”.

Foundation employees: **Identification Number** – 9 numbers beginning with “0”.

Conditions for Key Issuance

Only one (1) key of a kind issued per person and one (1) key is issued per Key Card Request.

A fee will be charged for all keys that have been lost or stolen to cover the cost of replacement.

Key holders agree to return all keys to Facilities Management upon request, or at the end of their need to perform duties at California State University, San Bernardino.

Section 469 of the California Penal Code protect the key(s) issued as property of CSUSB. This key may not be loaned, misused, sold, duplicated or caused to be duplicated and must be surrendered upon request to Facilities Management.

Should you have any questions about the use of this form, please contact the Keys Office at extension 75167, or Jenesie Hardyman at extension 73179.



KEY REQUEST CARD

User Type

Key renewals for Students, Student Employees or Volunteers must be made by an authorized user through our online renewal system at <https://tma1.csusb.edu/keyrenewal/index.asp>.

Last name: _____

First name: _____ CFS: _____

ID#: _____ Dept: _____ Ext: _____

Bldg: _____ Room #: _____

The signature below authorizes this individual a key to the above room and building.

Authorized Signature: _____

Authorized Signer Name/Title: _____

Facilities Management Office Use Only

Request#: _____

Key ID#: _____

Issue #: _____

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