



PURPOSE: Completion and approval of this form appoints the said individual as the Access Coordinator for the specified campus, college, department or area, in accordance with Policy SY19, University Access Policy, and Procedure SY2001, University Access: Clearance and Keys; Authorization, Issuance, Deposit and Fees.

- AUTHORITY / RESPONSIBILITY: To maintain systematic and effective control of all keys and/or clearances for rooms and/or buildings primarily under the control and jurisdiction of that college, campus, department or area. Upon written authorization of the budget executive, budget administrator or other appropriate administrator, assign an individual a clearance and/or key, as appropriate, to permit the individual access to department facilities. Record each key issued or clearance assigned, per applicable University policies and procedures. Make any subsequent changes to any clearance assignments, if and when access to a facility changes.

INSTRUCTIONS: The Access Coordinator completes and submits this form to the Budget Executive or Administrator for approval. Upon Budget Executive/Administrator approval, the original form will be sent to the University Access Controller (area should make a copy for their records). If TERMINATING an appointment, the area must complete the "Termination of Appointment" section, then send a copy of the form to the University Access Controller for termination of the appointment.

Name of Access Coordinator (Please Print): _____

College, Campus, Department or Area: _____

PSU-ID: _____ Campus Phone: _____ Email Address: _____

Office Address: _____ Budget Number: _____

I have read, understand, and agree to comply in full with all of the terms of University Key Policy SY19, Procedure SY2001, AD24 and any other pertinent University policies in performing my duties as Access Coordinator.

Access Coordinator Signature Date

APPROVALS:

Budget Executive or Administrator Date

University Access Controller Date

TERMINATION OF APPOINTMENT:

Ending Date of Duties

Signature, Budget Executive or Administrator

Date