

**SOUTHERN UNIVERSITY**  
SUBR/OFS - ACCESS CONTROL DIVISION  
KEY AUTHORIZATION FORM  
(225) 771-6251 or (225) 771-4740  
FAX: (225) 771-2378

NAME \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE ID #: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BUILDING: \_\_\_\_\_

ROOM #: \_\_\_\_\_

KEY #: \_\_\_\_\_

ROOM #: \_\_\_\_\_

KEY #: \_\_\_\_\_

ROOM #: \_\_\_\_\_

KEY #: \_\_\_\_\_

**KEY DEPOSIT AMOUNTS:**

\$6.00 – 1 to 3 keys

\$10.00 – 4 or more keys

\$10.00 – Elevators Keys

All deposits must be made payable to the Comptroller's Office Cashier's

**AUTHORIZATION SIGNATURE REQUIRED**

This form must bear the signature of the appropriate Dean or Chairperson of the Academic areas or Director of non-academic areas.

Approval: \_\_\_\_\_

DEAN

\_\_\_\_\_

SUPERVISOR

\_\_\_\_\_

DIRECTOR

\_\_\_\_\_

CHAIRPERSON

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**NOTE:**