

Required Approval and Disposition of Key/Access Requests

Key Type / Access Level	Key/ Access Request Approved by	Key/ Access Disposition
Master Key	V.P. Business and Finance	Approved Individual
Classroom Key	Department Head	Department
Other Doors – such as outside doors, supply rooms, etc	Department Head or Building Supervisor	Department
Residential Life	Director of Housing*	Housing Office

*Responsible for signing check-out form for terminating employees