



Department of Chemistry and Biochemistry

Key and Card Access Request Form

*Use this form to request building and room access in the  
Chemistry and Biochemistry Department.*

Date Submitted:

Name:

Cardholder ID:

Phone:

Supervisor:

Does the Student/Employee have the appropriate safety training?      Yes      No

For physical keys: Which rooms are the keys needed for?

For electronic card access, Please specify the access level for the employee/student:

Chemistry 040 Lab (MCAC)

Chemistry 272

Chemistry 240

Chemistry ALL READERS

Chemistry 245 Lab

Chemistry HHMI Front and Rear

Chemistry 246 Lab

Doors Chemistry Main Office

Chemistry 250 Lab

New HHMI All Doors

Chemistry 256

Chemistry Perimeter Doors

Employee/Student Signature:

Expiration Date for  
electronic access:

Supervisor Signature:

Key Return Date:

*Office Use Only:*

Signature:

*Key Number/Serial Number:*

*Completed By/Date:*