

**Building / Card Access – Administrator Authorization Form**

School / Department \_\_\_\_\_

Employee \_\_\_\_\_

Position \_\_\_\_\_

Authorization Requested: *(Limited to time ranges listed on Building / Card Access Chart)*

Extended Access

Limited Access

Saturday or Holiday

Beginning date \_\_\_\_\_

Ending Date \_\_\_\_\_

Reason:

Requested by: \_\_\_\_\_  
Signature

Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Signature

Date \_\_\_\_\_

- Building / Card Access authorization must be renewed annually.
- Please submit Sandi Abplanalp at Auxiliary Services.