

**SOUTHERN UNIVERSITY
AGRICULTURAL RESEARCH AND EXTENSION CENTER
ACCESS CONTROL DIVISION**

(225) 771-2242
FAX: (225) 771-2861

NAME: _____ DATE: _____

SOCIAL SECURITY #: _____ TITLE: _____

DEPARTMENT: _____

KEY NO. _____

Key Cost:

There is no cost for the initial card key issue. However, if a card is lost or stolen, you will be responsible for obtaining a police report and paying a fee of \$20.00 for a replacement key. You must report any lost or stolen card keys to the Chancellor's Office and obtain information regarding payment of the necessary fee from a representative in the Chancellor's Office.

I have read the Key Control Policy and promise to adhere to all instructions therein.

Signature of Employee

AUTHORIZATION SIGNATURE REQUIRED

This form must bear the signature of the immediate administrator and Chancellor of the Ag Center.

Recommended: _____
Administrator

Approval: _____
Chancellor

Note: