NDSU | FACILITIES MANAGEMENT
DIVISION OF FINANCE AND ADMINISTRATION

Card Access Request

Questions about this form? Please call 701-231-7911

Date: _____ Date Received: _____

Name	EMPL #	Building	Room/Door	Action (choose 1)	*Other Information/Justification (e.g.Start/End dates, limited access)

Access to A. Glenn Hill building requires justification. Access to this building is only granted for a single semester at a time.

Requested by: _____
Signature Phone # Date Department

Dept Authorization: _____
Signature Phone # Date Department

Key Control Official: _____
Signature Phone # Date Department

FM Authorization: _____
Signature Phone # Date Department

Route this completed form to :

Facilities Management-
Thorson Maintenance Center
ndsu.facilitiesmanagement@ndsu.edu

Phone (701) 231-7911