

## PowerForm Signer Information

Note: Authorization for room keys may be by Department Head, Chair, or Director. Authorization for sub master or master key must be by Dean or AVC. Grand Masters are issued to police only.

Please enter your name and email to begin the signing process.

### Requestor

Your Name: \*

Your Email: \*

#### \*Required Field\*

Enter the Name & Email of individual requesting keys, this does not have to be the person receiving keys.

Please provide information for any other signers needed for this document.

### Issue

Name:

Email:

#### \*Required Field\*

Enter Name & Email of the individual that the keys will be assigned to.

### Authorization

Name:

Email:

#### \*Required Field\*

Enter Name & Email of the Department Head, Chair or Director that will be authorizing the request.

### Master Key Approval

Name:

Email:

Only Dean or Associate Vice Chancellor (or designee) have the authority to approve Sub Master or Master keys. Enter Name and Email

Once all required fields are completed, then 'Begin Signing'

BEGIN SIGNING



### KEY REQUEST FORM FACILITIES SERVICES

**Part I - Requestor**  
Complete and obtain required signatures.

Customer Request #:  FOPA (Required):

Issue to:  ECU (Banner) ID:

Email:  Phone Number:

Department/Unit:

Check One:  Staff  Faculty  Temporary  GA/TA

Submit a [work request](#) for your Key Request to receive a Customer Request Number.

Items highlighted in red are required for DocuSign submission.

Describe Key(s) requested:

Room #	Building	Serial Number	Grand Master	Master	Sub Master	Room Key
	-- select --		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- All keys remain the property of East Carolina University
- No key may be duplicated
- Loss of a master key may result in rekeying an area or building at departmental expense.
- No key may be loaned to another individual.
- Keys must be returned to the appropriate Facilities Services Service Center upon termination of employment or studies. A Return Reissue form can be completed.
- An ECU ID is required when picking up the key to ensure proper authorization of pick up.

Enter room number & select building from drop down list.

Issue: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorization: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorization: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signatures will be routed based on the PowerForm Signer Information. Forms with the incorrect authorizers will be denied by Facilities Services.