**PowerForm Signer Information**

To return a key, fill in the Requestor name and email address only. Then, click Begin Signing.

To reissue a key, fill in the names and email addresses. "Issues/Supervisor" is the person the key was issued to originally or their supervisor. The "Reissue to" is the person that is receiving the key now. 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:** *

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

**Issuee/Supervisor**

**Name:**

**Email:**

**Reissue to**

**Name:**

**Email:**

**Authorization**

**Name:**

**Email:**

**Master Key Approval**

**Name:**

**Email:**

*Required Field*

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

**Issuee/Supervisor – FOR REISSUE ONLY**

Enter Name & Email of the individual that the keys were originally assigned to or the supervisor that currently has the keys.

**Reissue to – FOR REISSUE ONLY**

Enter Name & Email of the individual that the keys need to be reassigned.

**Authorization – FOR REISSUE ONLY**

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

**Master Key Approval – FOR REISSUE ONLY**

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’
For a key return only, click Finish and no other action is required.

For a key reissue, continue as instructed below.

Submit a work request for your Key Return/Reissue to receive a Customer Request Number.

Enter room number, select building from drop down list and select a key type.

Items highlighted in red are required for DocuSign submission.

Change the No (default) in the drop down to Yes. Then fill in remaining fields (all required).
Signatures will be routed based on the PowerForm Signer Information. Forms with the incorrect authorizers will be denied by Facilities Services.