



UC San Diego Policy & Procedure Manual

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FACILITIES MANAGEMENT

Section: 530-6 ATTACHMENT 2

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Sample:

SIGNATURE AUTHORIZATION FOR KEY and/or LOCK REQUESTS (Submit Original to Customer Relations, M/C 0908)

Effective Date: _____

DEPARTMENT NAME: _____ BLDG _____

MAIL CODE: _____ PHONE: _____ RM # _____

Authorized Signature: _____

Name (print or type): _____

Authorized Signature: _____

Name (print or type): _____

Authorized Signature: _____

Name (print or type): _____

Authorized Signature: _____

Name (print or type): _____

Authorized Signature: _____

Name (print or type): _____

REQUIRED

DEPARTMENT HEAD SIGNATURE _____

Name (print or type) _____

Comments: