

# ECE ACCESS REQUEST FORM

**Section 1: Access Requestor Information: Please Type/ Print Clearly. Incomplete/Illegible Forms will be returned.**  
 (A signature is required at the end of the application process. **DO NOT SIGN UNTIL INSTRUCTED TO DO SO.**)

REQUESTOR'S LAST NAME	REQUESTOR'S FIRST NAME	M.I.
REQUESTOR'S CATCARD NUMBER	CELL/PHONE NUMBER	
UNIVERSITY OF ARIZONA E-MAIL ADDRESS		UA NetID

**Requestor Status: (Check One)**

Faculty   
  Staff   
  Visitor\*   
  Post-Doc\*   
  Graduate Student\*  
 Undergraduate Student\*   
  Other\* \_\_\_\_\_

\*(\$50.00 Cash Deposit for Building Keys. \$20.00 Cash Deposit for Carrel Keys.)

**Section 2: THIS SECTION IS FOR THE FACULTY / STAFF MEMBER AUTHORIZING ACCESS**  
 (Shaded Areas for the Department Access Coordinators.)

If you wish the Applicant to have access to the building after hours, please write  
 "Entrance" in the "Requested Room Number" Space.

Requested Access	Hook #	T-2 User #	T-3 User #	In Initial	In Date	Out Initial	Out Date

EXPIRATION DATE (4 Years Maximum.) (Required)

Check if "RENEWAL".

**ECE Sponsor:** \_\_\_\_\_

PRINTED NAME	SIGNATURE
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**Section 3: DO NOT WRITE BELOW THIS LINE - DEPARTMENT ACCESS COORDINATOR ONLY.**

Building Keys:	<input type="checkbox"/> \$50.00 Deposit	<input type="checkbox"/> Deposit Rec #: _____	Acct: _____	INITIALS	DATE
Carrel Keys:	<input type="checkbox"/> \$20.00 Deposit	<input type="checkbox"/> Deposit Rec #: _____	Acct: _____	INITIALS	DATE
Building Keys Refund:	<input type="checkbox"/> \$50 Refund Submitted (Email attached)	_____	_____	DATE	INITIALS
Carrel Keys Refund:	<input type="checkbox"/> \$20 Refund Submitted (Email attached)	_____	_____	DATE	INITIALS

**Applicant Signature:** \_\_\_\_\_

DATE \_\_\_\_\_

"My signature on this document confirms that I have received copies of the Access Policies of the ECE Department and the University of Arizona and agree to abide by them."