



To: Police Communications Division, Department of Public Safety

Thru: (Dean or Directors Name)(Please include a telephone number)

From: (Your Name)(Please include a telephone number)

Date:

Subject: Building and Room Access

Police Communications Officer,

I. I am currently a fulltime employee of the university and require access to the following building and rooms:

A. Warrior Hall

1. All Exterior Doors.
2. First Floor (List all rooms separately)
 - i.
3. Second Floor (List all rooms separately)

B. Founders Hall

1. All Exterior Doors
2. First Floor (List All rooms separately)
 - i.

II. Section II should indicate one of the following:

- Request a Warrior Access Card for building access.
- I currently have a Warrior Access Card (WAC) number _____



- III. Having read and understand this Key Policy, I agree to follow the guidelines laid out herein. I also agree that by signing this request I am entering into a contractual agreement with Texas A&M University – Central Texas (TAMUCT) to fulfill all requirements of the policy. Failure to comply with this policy or the intent of the policy will be grounds for disciplinary action.
- IV. I acknowledge receipt of the Warrior Access Card and/or keys described above. I further acknowledge responsibility and accountability for the key(s). I will report loss or theft of the key(s) immediately to the TAMUCT Police Department. I realize that when my employment or association with TAMUCT is terminated or interrupted, all TAMUCT keys and/or Warrior Access Card received by me will be returned to the TAMUCT Police Department before final clearance is processed. I further agree to remain knowledgeable of and comply with the university access policy while in possession of the above key(s).
- V. At the time of issue, you will be required to show a US Government or State ID that contains all pertinent information and provide a valid email address for entry into the key registry.

(Requestors Name)
(Your Title)
TAMUCT

(Dean / Directors Name)
(Their Title)
TAMUCT