

# LAMAR STATE COLLEGE-PORT ARTHUR SECURITY CODE AUTHORIZATION REQUEST

*This form requires signatures, and therefore, **must be printed out**, completed and returned to:*

**LSC-PA PHYSICAL PLANT DEPARTMENT  
300 LAKE CHARLES AVENUE**

*(Copies may be downloaded from the LSC-PA homepage or picked up at the Physical Plant Office.)*

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**Note: This form must be printed out in hard copy-form as it requires signatures.**

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DATE: \_\_\_\_\_

CONTACT NO./EXTENSION: \_\_\_\_\_

SECURITY CODE ASSIGNED TO: \_\_\_\_\_

BUILDING ACCESS: \_\_\_\_\_

Acceptance of this security code by this request is with the understanding that issuance and use will be in accordance with the Security Code Control Policy of LSC-PA. ***IT IS THE RESPONSIBILITY OF THE PERSON SUBMITTING THIS REQUEST TO OBTAIN SIGNATURES OF APPROVAL PRIOR TO SUBMISSION.***

**Approved by:** (Department Chair) \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:** (Dean, Director or V.P.) \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:** (President)\*\* \_\_\_\_\_ Date: \_\_\_\_\_

\*\* For global access and employees reporting to the President.

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## FOR OFFICIAL USE ONLY

**Approval by:** (Physical Plant Director) \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by:** (V.P. of Student Affairs) \_\_\_\_\_ Date: \_\_\_\_\_