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.)

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

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.

FOR OFFICIAL USE ONLY

Approval by: (Physical Plant Director) ____________________________ Date: __________

Approval by: (V.P. of Student Affairs) ____________________________ Date: __________