Building/Office Access Request
Computer Science Department
North Carolina State University

Name: _____

(Please Print)

Phone #: _____ **E-mail:** _____ **ID#:** _____ ***

ATTACH A COPY OF FRONT & BACK OF YOUR CAMPUS ID CARD WITH THIS FORM

Faculty/Staff ☐   **Visiting Faculty** ☐

Temporary Employee ☐

Student   **Graduate** ☐   **Undergraduate** ☐

Building needing access to: **Room Number(s) needing access to:**

☐ **Lampe**   _____

☐ **Engineering Building II (2)**   _____

☐ **Engineering Building III (3)**   _____

☐ **MRC**   _____

☐ **Venture IV (4)**   _____

☐ **Research IV (4)**   _____

Expiration Date of Appointment: _____

(Date)

Approved by: _____/_____

(Printed Name)   (Signature)

Date Issued: _____   **Date Access removed or Key Returned:** _____

Key #: _____   **Wolfpack One Card #:** _____

By signing below I acknowledge that I have received the key(s) and/or access on the Wolfpack One Card listed above. I understand that I am solely responsible for these items and if I do not return the key(s) (if applicable), my final grades will be held. It is my responsibility to check in each semester before the last day of class if I will continue to need the key(s) and/or access on the Wolfpack One Card for the next semester. Failure to check in will result in deactivation of the Wolfpack One Card access. In the event the Wolfpack One Card is lost or damaged, I understand the replacement cost will be **$20.00 AND I WILL BE REQUIRED TO PAY THIS FEE AT THE WOLFPACK ONE CARD OFFICE** located in the Talley Student Union.

_____   _____

Signature   **Date**