

**Southern University
Access Control Division
Authorization Form
(225) 771-6251
(225) 771-4740
FAX (225) 771-2378**

DATE: _____

NAME: _____

SOCIAL SECURITY # _ _ - _ - _ - _ - _ -

BUILDING: _____

DEPARTMENT: _____

ROOM: _____

KEY# _____

Key Deposit Amount:

- \$6.00 – 1 to 3 keys
- \$10.00 – 4 or more Keys
- \$10.00 – Elevator Keys

Applicant Signature: _____

AUTHORIZATION SIGNATURE REQUIRED

This form must bear the signature of the appropriate persons of the Academic areas or Director of non-academic areas.

Approval: _____
Vice Chancellor for Finance and Administrator

Director

Facilities Coordinator