

# IMSE KEY/ACCESS REQUEST

Industrial and Manufacturing Systems Engineering (IMSE)  
3004 Black Engineering Building  
kategarr@iastate.edu; 515-294-0387

Date: \_\_\_\_\_ TO: Kate Garretson

Key Holder Name: \_\_\_\_\_

University ID#: \_\_\_\_\_

ISU Email/NetID: \_\_\_\_\_

Supervisor (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Type:**             Keys             Card Access

**Building:**       Black             Howe             Other

**Room #s** \_\_\_\_\_

**Needed** \_\_\_\_\_

**Return/renew:**    3mths    6mths    9mths    1 yr.

**Comments:** \_\_\_\_\_

**Instructions:** Complete all fields. Print and have supervisor sign OR have supervisor email completed form to [kategarr@iastate.edu](mailto:kategarr@iastate.edu) directly.

Kate Garretson will notify the key holder via email when the request has been approved and the form is ready to be picked up.

## KEY RETURNS

Keys must be returned to Kate Garretson in 3004 Black or to a staff member in Building Security Services at 108 General Services Building.

Overdue keys will be considered lost and the key holder will be charged a replacement fee of \$30 per key.