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

Name: ____________________________________________ (Please Print)

Phone #: ___________________  E-mail: _______________________  ID#: ______________________

Faculty/Staff  □  Visiting Faculty  □

Temporary Employee  □

Student Graduate  □  Undergraduate  □

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

□ Daniels Hall  _____________________________________
□ Engineering Building II (2)  _____________________________________
□ Engineering Building III (3)  _____________________________________
□ MRC  _____________________________________
□ Venture IV (4)  _____________________________________

Expiration Date of Appointment: __________________________________________ (Date)

Approved by: _____________________________ / _____________________________ (Printed Name) (Signature)

Date Issued: _____________________________  Key Returned: _____________________________

Key #: _________________________________  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