



Gate Access & Key Requests

This form is required for access to MAFES North Farm, South Farm, Dairy and Black Belt facilities. The requestor should complete this form and submit for appropriate signatures. A charge account must be provided in the event keys must be ordered or other costs are incurred to complete this request. If you do not know the related account number, please contact the department's Budget Manager or Accounts Supervisor. You are responsible for keys that are assigned to you. By requesting keys and/or gate access, you agree to keep the key and/or pin assigned to you private, secure, and for use only by you for official MAFES/MSU business. Lost keys must be reported to Research Support immediately. Re-keying costs could be incurred in the case of lost keys. I understand that it is the department's responsibility to retrieve keys from terminated employees. Please notify Research Support (662-325-8472) with questions or to terminate an employee.

Check only for Electronic Gate Access Locations (for after hours access)			
<input type="checkbox"/> North Farm <input type="checkbox"/> South Farm <input type="checkbox"/> Dairy			
Requestor:		Requestor Phone Number:	
Requestor Classification:		Requestor's 9-Digit MSU ID Number:	
Researcher (PI) (if different than requestor:)		Requestor E-mail:	
Department:			
Account #: Fund	Org	Program	Activity
Key Requests			
North Farm (list key codes)	South Farm (list key codes)	Dairy (list key codes)	Black Belt (list key codes)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Requestor's Signature:		Date	
Researcher (PI) Signature:		Date	
Department Head Signature:		Date	
Administrative Use			
Date Order Received:	Date Access Granted:	Date Keys Issued:	Suggested Pin #
Received by:			

