

Lamar Institute of Technology

Card Access Authorization Form

Complete form and return to:
LUPD 855 E Lavaca St., Technology Center (TC) Room 114B Beaumont,
Texas 77705

Assigned To _____
Employee ID # _____
Employee Email _____
Mobile Number _____
Department _____
Job Title _____

Access Card # _____
Building Name _____
Room Number(s) _____

Approved by: (Department Head) _____

Approved by: (Chief of Police) _____

Approved by: (VP Finance/Operations*) _____

Approved by: (President)** _____

Approved by: (Facilities Director) _____

* Building Entrance Keys

** For Master Keys and keys issued to employees reporting to the President.