



College of Science
Faculty/Staff Bronco Card Access Request

Please type form or print clearly in ink.

Faculty/Staff Name (print)	
CPP Email Address	
Bronco ID Number	
Department	
Purpose (research, lab work, assigned classroom, etc)	
End Date	
Bldg/Room(s)	
Times (ie 8am-5 pm or 24/7)	

Room access is a privilege and you have a responsibility to protect space at all times:

- Use your Bronco Card for access for yourself only. Do not admit others not authorized for access.
- Report lost cards immediately to the Dean's Office; you are responsible for damages and losses until your card is reported lost.
- Shut doors to keep building secure and do not prop open doors or tamper with the lock system.
- Do not use doors marked "emergency exit" except in an emergency.
- Use facilities for intended purpose only and be responsible; always clean up after yourself upon leaving.
- Make sure all doors are closed and latched when leaving.

Failure to follow rules will result in immediate denial of access.

I understand and accept this responsibility

_____ Faculty/Staff (print name)	_____ Signature	_____ Date
_____ Chair/Director (print name)	_____ Signature	_____ Date
_____ Dean's Office (print name)	_____ Signature	_____ Date

Department should send completed forms to sci_dean@cpp.edu.