Buzz Card Building/Room Access Request Form

To: School of Aerospace Engineering, Administrative Manager

From: ________________________________ (Georgia Tech Employee or Student Name)

Date: ______________

Please assign the following Buzz Card Access Privileges to my Georgia Tech ID given below:

Georgia Tech ID # ______________________

Above ID is for (check):  
- Undergraduate student  
- Grad Student  
- Faculty  
- Staff  
- Facilities/Maintenance  
- Custodial  
- Other (______________)

Please activate privileges to the following card access locations:
(This form is applicable only for the buildings listed at the top of this sheet.)

Building/Room # ______________________

Building/Room # ______________________

Building/Room # ______________________

Building/Room # ______________________

Building/Room # ______________________

Building/Room # ______________________

Building/Room # ______________________

The above privileges will need to be activated on: ______________

The above privileges should be deactivated on: ______________

I understand that by signing below, I acknowledge that all Buzz Card access may be logged and may be monitored to ensure proper safety for persons and property. I also agree that I have read and understand the information and instructions printed on the back of the Buzz Card issued to me, and that I understand and accept my responsibilities.

Signed: ________________________________

Name of requestor  ALSO: Printed Name

Email address: ________________________________  Campus Phone: __________________

Signed: ________________________________

If Student or GRA, name of Advisor  ALSO: Printed Name

If employee, name of supervisor

***Remember to always make sure doors securely close and lock behind you when leaving***

FOR INTERNAL USE:  Date Entered: __________  By: ______________

Form AEBUZZ10.10.06