**USF Research Park of Tampa Bay**

3802 Spectrum Blvd., Suite 100

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| Office: 813-974-0271 | Tampa, FL 33612 | Fax: 813-974-4249 |

**Access Card & Key Request Form**

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| NAME: |  |  | CARD #: |  |

*(to be completed by Research Park)*

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| COMPANY / DEPARTMENT: |  |

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| Please enter the suite number(s) for which access is needed: | | | | | |
| 3720 SPECTRUM | | | 3802 SPECTRUM | | |
| Suite # | Access Card  “A” Always  “L” Limit to  M-F 6am-6pm | Manual Key  Check if Yes | Suite # | Access Card  “A” Always  “L” Limit to  M-F 6am-6pm | Manual Key  Check if Yes |
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| Tampa Bay Technology Incubator  Hood Room Orientation Completed | Date |  | Trainer Signature |  |

NOTE: All cards and keys are the property of the Research Park. The Laboratory or Office Manager whose signature appears below is responsible for the card or keys issued and the return of same to Research Park Building Management upon expiration or discontinued use. Please do not allow cards to be bent or punctured. For added security, do not attach identification to cards. Report lost or stolen cards, hang tags or keys immediately to Building Management by calling 813-974-0271.

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| LABORATORY OR OFFICE MANAGER SIGNATURE: |  | DATE |  |

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| *To be completed by Research Park*  Please complete this Request Form, have the appropriate Laboratory or Office Manager sign to authorize and fax the form to: 813-974-4249 or e-mail a pdf of the completed form to jkersh@research.usf.edu | |
| Completed by | Witnessed by |
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