

# GGM Justification Memo for UCF Employees

Date: \_\_\_\_\_

To: Duane Siemen  
Interim Associate Vice President  
Administration and Finance (Facilities & Safety)

From: \_\_\_\_\_

Subject: Request for Great Grand Master (GGM) Key access for \_\_\_\_\_

I am requesting UCF GGM key access authorization for  
Access to the GGM is needed for the following purpose:

I have read and will comply with UCF Policy, 3-105 Keys. I understand that the GGM key must be checked back in within the 12-hour curfew. I understand that failure to follow UCF Policy, 3-105 Keys will result in disciplinary action, up to and including my termination.

Cell phone: \_\_\_\_\_

This will be used only by Work Control to contact you in the event the GGM is not returned prior to the curfew expiration.

\_\_\_\_\_  
Employee Name                      Employee Signature                      Employee UCF ID#    Date

\_\_\_\_\_  
Supervisor's Name                      Supervisor's Signature                      Date

Print Form

Submit by Email