

# GGM Justification Memo for UCF Employees

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

To: Justin Wisor  
Assistant VP, Facilities Operations

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

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

I am requesting UCF GGM key access authorization for the following purpose:

I have read and will comply with UCF University Access Control Policy, 3-105. I understand that the GGM key must be checked back in within the 12-hour curfew. I understand that failure to follow UCF University Access Control Policy, 3-105 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#

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

Once completed, email the request to your department KM-SAR/UACR for routing in Peoplesoft. The list of KM-SAR/UACR is located in PowerDMS.