

## Key/Fob Request Form

**NOTE: KEYS CAN BE PICKED UP TUESDAYS, WEDNESDAYS AND THURSDAYS, 9:30am to 12:00pm, 1:00pm to 3:30pm**

### STEP 1 - TO BE COMPLETED BY FACULTY/P.I.

Lab/Course

KEY/FOB #	ROOM #/LAB	SUPERVISOR/P.I.	DATE ISSUED	DATE RETURNED

Authorization Signature (Faculty/P.I.)

### STEP 2 - TO BE COMPLETED BY STUDENT/EMPLOYEE

Name

Student/Employee Number

Email

- 1. Keys cannot be given out without the express written permission of the faculty/PI. This practice must be followed for many reasons: safety of individuals, ethical issues related to participant confidentiality, risk to confidential information, safety of equipment and liability.**
2. To return key(s)/fob by the time specified or sooner if requested.
3. To report immediately if the key(s)/fob are lost.
4. Not to allow a duplicate of any key to be made.
5. To be responsible for any persons taken into the building with my key(s)/fob.
6. Provided the key(s)/fob are returned within 6 months of leaving, the key deposit will be refunded.

I agree to be responsible for keys/fob issued to me and will abide by the above conditions.

Student/Employee Signature

**FOR MAIN OFFICE USE ONLY**

Deposit received for keys      \$40  

Deposit received for fob      \$20  

TOTAL PAID     

Date of Issue     

Date of Return     

APPR Code     

Issued by

Entered on Spreadsheet