



**Department of Psychology
Key Form**

DEPARTMENT OF PSYCHOLOGY

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

Date issued <input style="width:95%;" type="text"/>	Issued by <input style="width:95%;" type="text"/>
Name <input style="width:95%;" type="text"/>	Student Number <input style="width:95%;" type="text"/>
Employee Number <input style="width:95%;" type="text"/>	Email <input style="width:95%;" type="text"/>
Lab/Course <input style="width:95%;" type="text"/>	Authorization <input style="width:95%;" type="text"/>
HUMPHREY FOB: <input type="checkbox"/> QBCC FOB: <input type="checkbox"/>	

KEY/FOB #	ROOM #/LAB	SUPERVISOR	DATE ISSUED
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
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<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>

- 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) and swipe fob by the time specified or sooner if requested.
3. To report immediately if the key(s) and wipe 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)/swipe fob.
6. Keys not returned will result in rekeying of the lock(s), the cost of which will be charged to me.
7. Notification: This charge will be forwarded to the Registrar's Office. The Registrar will follow the Senate Regulations for collecting this debt which includes withholding of transcripts until this debt is paid.
8. If key(s)/swipe fob are returned, your deposit will be refunded by cheque.

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

Signature

FOR OFFICE USE ONLY		
Cash ONLY deposit received for keys	\$40 <input type="checkbox"/>	Date <input style="width:95%;" type="text"/>
Swipe Fob purchase	\$20 <input type="checkbox"/>	Date <input style="width:95%;" type="text"/>
QBCC Fob purchase	\$20 <input type="checkbox"/>	
TOTAL PAID	<input style="width:95%;" type="text"/>	