

Date: _____

COMPUTER SCIENCE & ENGINEERING KEY AUTHORIZATION FORM

I, _____, authorize the distribution of keys to _____ for
(Faculty or Administrator - please print) (Applicants Name - please print)

the listed room(s):

ROOM NAME(s) & NUMBER(s)

***** (For Office Use Only) *****

DATE OF KEY ISSUE: _____

KEYS ISSUED:

key label key #

Faculty or Administrator Signature: _____

STUDENTS PLEASE READ BEFORE SIGNING:

- **\$20.00 cash** deposit is required from students for each key issued. **CHECKS ARE NOT ACCEPTED.**
- A refund slip will be given out when each door key is returned. It can only be redeemed by *you* at the Bursar's Office in Williamson Hall. We will not send your deposit to you.
- All keys must be returned in person to the Department of Computer Science and Engineering office.
- Your deposit will be forfeited if your door key is not returned upon request, upon your departure from the University or if the key is not returned or exchanged within 30 days after a change of locks.
- **There will be a \$50.00 cash replacement fee for each lost key. CHECKS ARE NOT ACCEPTED.**

Name: _____ Job Title: _____ Dept: _____
Campus Address: _____ Phone: _____
Home Address: _____ Phone: _____
Expected Graduation Date: _____

I accept responsibility for the keys listed above and agree to terms stated herein. If a member of the faculty or staff, I agree to return them promptly upon the end of my appointment in the Department of Computer Science and Engineering.

Signed: _____
Applicant

****PLEASE RETURN SIGNED FORM TO THE COMPUTER SCIENCE RECEPTIONIST. KEYS WILL NORMALLY BE AVAILABLE BY THE FOLLOWING WORKING DAY DURING POSTED KEY HOURS****