ELECTRICAL AND COMPUTER ENGINEERING
KEY DEPOSIT/REFUND POLICY FORM

(please print)
LAST NAME:_________________________________ **FIRST NAME:**______________________________

Email Address:__________________________________ **Phone:** _________________________________

Reason Key(s) Are Needed:____

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EE Bldg	**Wetlands**	**ERAD**	**TAYLOR**
Entrance: _____	Entrance: _____	Entrance: _____	2221: _____
Mailbox: _____	Room #: _____	Room #: _____	3416: _____
Elevator: _____	Room #: _____	Room #: _____	3417: _____
Room #: _____	Room #: _____	Room #: _____	3419: _____
Room #: _____		Room #: _____	
Room #: _____		Room #: _____	
Room #: _____		Suite #: _____	
Room #: _____		Desk #: __________	
Desk #: _____		File Cab #: __________	
		OHD #: ___________	
		Storage Cab #: __________	

****EMDL Card** ____ Date: _________________________
****Requires Dr. Ajmera's Signature**

Approved by:____Date: ______________________
Professor Authorizing Key(s) to be Issued---Sign & Print

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You are required to use all keys issued to you in a responsible manner. This includes not allowing or encouraging access to the Department buildings or rooms by any unauthorized persons. You are required to return all keys at the conclusion of your appointment. By accepting this appointment you acknowledge that misuse of keys is a serious matter that may result in loss of privileges, penalties, or failure to graduate. Unreturned building keys present major security problems. The cost of replacing an outer door lock is $75.00. Be advised that keys are due at the end of each semester; you will be placed on accounts receivable with the University in the amount of $75.00 per door lock if you fail to return any keys issued to you. Once placed on accounts receivable you will be unable to obtain your official transcript from the University until your balance is cleared. In the event that you return your keys after being on accounts receivable, the Department of Electrical and Computer Engineering will request that the charges be reversed.

My signature below indicates that I have read and understand the above policy.

Signed: ____ Date: __________________________

Semester: __________Fall __________Spring __________Summer

Revised 10-Oct.-08