ECE

KEY REQUEST♦BUILDING ACCESS♦KEY RETURN
AND REQUEST FOR REFUND OF DEPOSIT FORM

Please return this form to Room 1020 SEO

KEY REQUEST	Room Number(s):
BUILDING ACCESS	_____ SEO, _____SEL, or _____ ERF, _____ Floor
KEY RETURN	Room Number(s):
REQUEST FOR REFUND	_____ NO _____ YES, *please indicate room # above*
Name *last* *first*	
Email Address	
i-card number (it is the blue numbers appear on your i-card)	
User Status _____ Faculty _____ Staff _____ Graduate Student _____ Undergraduate	

Home Department	Social Security Number

For student's only:

You are responsible for the key(s) listed above. If key(s) are lost, you will be required to pay for all replacements and lock changes. You will be notified by e-mail when your keys arrive. Please allow at least two weeks for delivery. You will be charged a $50.00 deposit per key. Upon returning the key(s) you will be refunded the deposit. Please allow at least three weeks for delivery.

Faculty authorization is required for key requests and building access. Please have the professor sign below before turning in this form.

Student's Signature	Date	
Professor's Name	Professor's signature	Date

FOR ADMINISTRATIVE USE ONLY	
Date Key(s) Returned	Key Number(s)
Authorized Signature	Date

EECS form rev. 2/99

- Please keep this portion for your records: -

Date key
requested/returned: _____

Name of person who
issued the form to you _____

Signature of person to whom you gave this form   X