UNIVERSITY OF CALIFORNIA, IRVINE
THE HENRY SAMUELI SCHOOL OF ENGINEERING
MECHANICAL AND AEROSPACE ENGINEERING DEPARTMENT

KEY ISSUANCE FORM

THIS FORM MUST BE SIGNED BY ALL EMPLOYEES AND STUDENTS ISSUED UNIVERSITY KEYS

UPON ISSUANCE OF KEYS A REFUNDABLE DEPOSIT OF $10.00 IS REQUIRED FOR EACH KEY CHECKED-OUT

Last Name _____ First Name _____

Home Phone: _____

Office Phone: _____

STATUS (circle one)

Faculty Grad Student

Lecturer Undergrad Student

Post Doc Staff

The above named person is authorized to have keys to the rooms listed below.

Today's date _____ Date key to be returned _____ Faculty Signature _____ Dept. Chair or Manager _____

BLDG	ROOM	SERIAL NO.	KEY NO.	DATE ISSUED	DEPOSIT	DUE DATE	DATE RETURNED	DEPOSIT REFUND

AGREEMENT

It is understood and agreed that:

(1) I am responsible for the university key(s) issued to me and I will report any loss/theft immediately. My final university payroll check/grade may be withheld until the key is returned or suitable arrangements have been made to preserve the integrity of the university lock-and-key system. I agree to reimburse the university for reasonable costs necessary to replace or change locks (not to exceed $15.00 per lock) in the event the loss of key jeopardizes the security of the university spaces.
(2) The key(s) issued to me may not be reproduced except by the University of California, Irvine.
(3) The key(s) is to be returned immediately to the Mechanical and Aerospace Engineering Department office, Room 4200, Engineering Gateway on termination of my employment or my withdrawal from school.

I understand the above agreement and take responsibility for the above listed key(s).

SIGNATURE: _____ **Date:** _____

PLEASE NOTE: Key issuance and refunds must be done between 1:00-4:00pm Monday through Friday.