Social Ecology Key Request Form

Complete form with proper authorizing signatures. If requested, you will be required to show valid identification.

Name (Print):               Date:

Employee or Student ID#:       Phone #:

Email #

Status:   Faculty       Staff       Lecturer       Visitor       Non-Senate Academic

Graduate Student       Undergraduate Student

Key Policy

(1) All undergraduate students, lecturers, visitors, non-senate academics, and occasional users, require a $10 cash deposit per key, refundable when keys are returned. Unclaimed deposits after 90 days will be considered abandoned thereby & forfeited to the School of Social Ecology.

(2) Keys are the property of UC Irvine & are not to be reproduced or copied, for any reason.

(3) Lost or stolen keys are to be reported immediately to the School of Social Ecology Dean's Office. In the event of loss, I understand that a cost of $10.00 per key will be charged to whom the key was authorized.

(4) Your University transcripts may be withheld until all keys are returned.

(5) Keys are to be returned immediately upon termination of employment or withdrawal from the University. Applicant agrees to reimburse UCI for the actual cost of re-keying the lock(s), and agrees that those costs may be withheld from any deposits due the undersigned.

<table>
<thead>
<tr>
<th>Room #</th>
<th>Key #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial #</td>
<td>Date Issued</td>
</tr>
<tr>
<td>Date Returned</td>
<td></td>
</tr>
</tbody>
</table>

My signature indicates that I understand and agree to the above terms and conditions.

Requester's Signature: ___________________________ Date: __________

Faculty / Dept Chair Authorization:

Print Name: ___________________________ Signature: ___________________________ Date: __________