**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 require a $10 cash deposit per key, refundable when keys are returned.

(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.

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

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

Requester's Signature:______________________________________________________________________________________

Date

Faculty / Dept Chair Authorization:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Declined:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
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