

Department Key Issuance Form

Dept. Authorization	**This section to be completed by Authorizing Department**			
	<p>By signing this form I hereby authorize _____ (key recipient) to receive keys to each room specified below for the Bourns College of Engineering A/B Wing, Pierce Hall (BCOE areas), Material Sciences & Engineering Bldg (MSE), and/or Winston Chung Hall (WCH).</p> <p>Date: _____ Dept. Name: _____</p> <p>_____ Signature of Chair (Key User's Home Dept.) Signature of FAO (Key User's Home Dept.) Signature of Chair (Home Dept. for Space - if different than Key User's Home Dept.)</p>			
Affiliation Information	Staff	Research Asst	Expected Key Return Date (mandatory field):	
	Faculty	Teaching Asst	Check HERE <input type="checkbox"/> if permanent faculty or staff (no return date required)	
	Visiting Faculty	Student Asst	Notes:	
	Researcher	Graduate Student		
	Lecturer	Other		
Requested Rooms	Building	Room number	Key # (entered by Dean's Office)	Date Returned

Signatures	**This section to be completed upon key issuance**		
	<p>Key Recipient:</p> <p>By signing this form I accept responsibility for the key(s) I have been issued and will return them to my Department or to the BCOE Dean's office upon graduation, separation, termination or if directed to by my Department or by the BCOE Dean's office. I acknowledge the "Expected Key Return Date" above and know I must alert my department office if I expect to need to extend this date. Failure to return keys could result in a delay of final separation, graduation, or course registration document processing.</p>		
	_____	_____	_____
	Print Name	Sign Name	Date
	<p>Name and signature of BCOE Staff issuing keys:</p>		
_____	_____	_____	
Print Name	Sign Name	Date	
<p>Name and signature of BCOE Staff receiving keys upon return:</p>			
_____	_____	_____	
Print Name	Sign Name	Date	

Dean's Office Use Only	
Key issuance entered into database on _____ by _____.	