

UCLA Physics & Astronomy Department Key Request Form

PLEASE PRINT LEGIBLY

I'm NEW ____ I have keys ____

Name _____ Faculty ____ Post Doc ____ Dept. Staff ____ Grad ____ UGrad ____ Visitor ____

Email _____ UCLA ID _____

Group _____ Campus Phone Ext _____ Office/Lab _____

Deposit amount _____

Key #	Location	P.I./Advisor approval**	Date ISSUED/initials	Date RTND/initials
			/	/
			/	/
			/	/
			/	/
			/	/

The key form **MUST be filled out completely with your PI/advisor's approval before submitting your key request.

*** PLEASE NOTE: A \$20.00 cash deposit for EACH ON MASTER KEY and \$25.00 for EACH OFF MASTER KEY is required if you are not faculty or department staff. Your deposit will be refunded when you return all of your keys. ADDITIONALLY, you will be charged \$25.00 for each lost key. Key refund hours: 10am-2pm.**

By signing the key form, I acknowledge the Department Key Policy & Agreement. I also agree not to loan, transfer, give possession of, misuse, modify or alter the keys issued to me. I further agree not to cause, allow, or contribute to the making of unauthorized copies of the keys. I understand if I violate any of these guidelines, I may be fined, asked to return my keys(s), and/or may lose all of my privileges to the Department of Physics & Astronomy. I also understand whenever a key is no longer needed I will return it to Research Store in Knudsen Hall.

First Name

Last Name

Signature of Key recipient

Date