

**UNDERGRADUATE STUDENT
DEPARTMENT OF PSYCHOLOGY
KEY AUTHORIZATION FORM**

MUST HAVE EXACT CASH OR CHECK

Forfeit Date: _____

Date: _____

UIN# _____

_____ is authorized to obtain the following keys:

Name

Room #

Key #

Name	Room #	Key #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Deposit Amt: _____ Cash Check # _____

Receipt # _____

*It is understood by this individual that a deposit (**check or exact cash**) of **\$7.50 is required PER KEY at the time the key is issued** . The assigned person has full responsibility for the key. The key is not to be duplicated or given to other individuals. If at any time the key is lost or stolen, the individual will be responsible for the cost of changing the lock and will forfeit the total amount of the deposit. **Upon return of the key, a purchase voucher will be processed to refund the total amount of the deposit (ALLOW 4-6 WEEKS).***

All keys listed above must be turned in within 1 Year from the date of purchase. Failure to turn in your keys within this time frame will result in the forfeit of the full amount of your deposit. If you need to keep the keys past the 1yr period it is your responsibility to renew your authorization form with the key office.

Signature of Person Receiving Key

Phone Number of Person Receiving Key

Signature of Faculty Authorizing Key

Printed Name of Faculty

Signature of Lab Coordinator (if needed)

Printed Name of Lab Coordinator (if needed)