



Key Request Form

OSC Accounting Office | Meinel 641
Valid CatCard and Key Card are needed to process all requests.

Date: _____

To: University Key Desk, Facilities Management

From: College of Optical Sciences

Re: Key(s) for: _____
(print or type name)

Position: _____

Please issue the key(s) listed below to the person named above. If you need more information, please feel free to call the OSC Accounting Office at 520-621-4600 or 520-621-4151.

Building: _____

Room Number(s): _____

(OSC Business Office Only) Checked current Technology Control Plans for room restrictions on all keys being requested: _____
(initial)

By signing below, the person receiving the keys indicates that they understand their responsibility for any keys issued in their name and for keeping their Key Card with them **at all times** whenever on the UA campus.

Key Recipient Signature: _____

By signing below, the supervisor of the key recipient indicates that they understand their responsibility for confirming that this person returns any keys before leaving the College of Optical Sciences. (Keys that are no longer needed must be returned to the Accounting Office as soon as possible.)

Supervisor's Name: _____
(print or type)

Supervisor's Signature: _____

Office Change Notification

All changes **must** be approved in advance of key issuance.

Previous Room Number: _____

New Room Number: _____

Authorized by: _____

Dean's Signature: _____

Departmental Authorization Signature: _____

Thomas L. Koch, Mary Puig or Melissa Fasulo



Key Policies

The OSC Accounting Office handles all OSC personnel requests for keys for the Meinel Building and Gould-Simpson buildings.

Security is an important consideration in processing key requests. **There is no guarantee that a new set of keys will be issued if an employee loses the first set.**

Additional security regulations that all OSC members must follow include:

Do not admit unknown people into the building.

- **Do not prop open doors, exterior and interior doors.**
- **Be sure doors fully close upon entry/exit.**
- **Do not share or lend keys.**
- **Do not give away keys that are no longer needed.**
- **Report stolen/lost keys immediately. There is no guarantee that a new set of keys will be issued if an employee loses the first set.**
- **Carry CatCard with you at all times as this will be used by UAPD to verify authority in conjunction with the UA and OSC directory; ensure this information is up to date.**

When requesting a new key, you will need to have a photocopy of your CatCard.

When you no longer need any of the keys issued in your name, you must return the key(s) to the OSC Accounting Office or the University Key Desk **immediately**. The Accounting Office will update its internal key list, return the key(s) to the proper University office and assure the removal of the key(s) from your key listing. If you choose to return the key(s) to the University Key Desk, the OSC Accounting Office asks that you request written acknowledgement of the return. The Accounting Office will require a copy to update its records accordingly.

Please be aware that you may be held accountable for rekeying costs if you lose or misplace your keys. The College of Optical Sciences reserves the right to withhold any final paychecks and/or degree certification if these fees are not paid.

The College of Optical Sciences may also withhold pay and/or degree certification if keys are not returned prior to your departure.

Key Recipient Signature: _____

Date: _____