Key Request Form
OSC Room 641

**Valid CatCard and OSC Key Card are needed to process key requests**

Date: ______________________________ 

To: 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 621-4600 or 621-4151. 

BUILDING: ___________________________ 

ROOM #(s): ___________________________

By signing below, the person receiving the keys understands that they are responsible for any keys issued in their name and MUST keep their Key Card with them whenever they are on the University of Arizona campus. 

________________________________________
Person receiving keys 

As the Supervisor of the above named person, you are responsible to see that this person returns any keys before they leave the College of Optical Sciences. Any keys that are no longer needed should be returned to the Accounting Office as soon as possible. 

SUPERVISOR’S NAME (print or type): ________________________________ 

SUPERVISOR’S SIGNATURE: ________________________________

OFFICE CHANGE NOTIFICATION
All office changes MUST be approved in advance of key issuance

Previous Room #: _____________  New Room #: ________________

Authorized by: ________________________________

Approved by Thomas Koch: ________________________________

Departmental Authorization Signature: ________________________________ 

Thomas Koch, Gary Esham, Bobbie Doss, Ruth Smith, Melissa Fasulo, Kina Barton or Laura Ross

Revised 02/29/12
Meinel/McKale/Gould-Simpson Building Key Policies

The OSC Accounting Office handles all requests for keys for the Meinel building, as well as the OSC labs located within the McKale and Gould-Simpson buildings.

Security is an important feature in processing the request for keys. **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 need to follow are:

- Do not admit unknown people into the building
- Do not prop open doors, especially exterior doors
- Be sure to fully close doors that are to remain locked
- Do not share/lend keys to others
- Do not pass on keys that are no longer needed

In addition to receiving a building key, you will receive a Room Privilege Card (Key Card). **This card serves as authorization for the card holder to carry a University building key. It must be carried at all times and be presented upon request to the campus police.**

When requesting a new building key, you will need to have your Cat Card (University ID) and Room Privilege Card with you. If you are requesting an OSC key for the first time, the Accounting Office will prepare a Room Privilege Card for you.

When you no longer require any of the keys issued under your name, it is important that you return the key to either the Accounting Office or the University Key Desk immediately. The Accounting Office will update our internal key list and return the key to the proper office, making sure that the key is removed from your key listing. If you want to return the key to the University Key Desk, we strongly recommend that you ask for a print-out indicating the returned key. The Accounting Office would like to receive a copy of this report so that we can update our records accordingly.

**Please be aware that you may be held accountable for any rekeying costs if you lose or misplace your keys to a particular area.** The College of Optical Sciences reserves the right to withhold any final pay checks and/or University degree certification if the rekeying fees are not paid. In addition, the College of Optical Sciences may withhold pay and/or degree certification if the keys are not returned prior to one’s departure.

Signature of Key Recipient: __________________________ Date: __________________________