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): ________________________________

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 the OSC labs located within the McKale 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, especially exterior doors
- Be sure to fully close doors that are meant to remain locked
- Do not share or lend keys
- Do not give away 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 key, you will need to have a photocopy of your CatCard and Key Card with you. If you are requesting an OSC key for the first time, the Accounting Office will prepare a Key Card for you.

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:** ____________________________________________________________