THE UNIVERSITY OF ARIZONA PSYCHOLOGY DEPARTMENT
KEY PRIVILEGES REQUEST

Key Holder Name: ________________________________________________________________

Cat Card Number: _____________________________________________________________

Email Address: __________________________________________________________________

Building _________ Room(s) Access: ______________________________________________

I also request keyless building access for this requestor (Please initial): __________________

Reason for Request: ____________________________________________________________________________________________

Duration of Request: Beginning _______ Ending ______________

Key holder needs to initial each statement below.

_____ The key holder is personally accountable for all University keys issued to them.

_____ Misuse of key and the key privileges are subject to disciplinary action.

_____ University keys may not be exchanged or loaned.

_____ Lost or stolen keys must be reported within 24 hours.

_____ If keys are lost or stolen, key holder will be charged for changing locks, and replacement of all keys issued for that door and any door for which the key accesses. (The fee is determined by the University Key Desk).

I, ____________________________, promise to return the keys mentioned above to the Department once my assignment has been completed. I also understand all statements initialed by me in the text above.

______________________________  ______________________________
Signature of Key holder  Date

I understand the department will require me as the faculty member, who is sponsoring the above mentioned, to be responsible for the cost of the replacement key or the cost of re-keying the door if required, should the above non-employee not return the key(s) issued to them.

APPROVED BY ____________________________  ______________________________
Faculty Sponsor  Date

If an entrance key is needed please be specific as to why the non-employee would need this key. Also note, if this key is requested for an undergraduate (non-employee) who will be working in the evening or on the weekends, that they will require supervision while in the building.