

## MS&E KEY REQUEST

Please fill in the information below and return the form to Charlene Almeida, in 3111 Engineering V. There is a \$15 deposit per hard key and \$20 deposit per electronic key that will be returned to you when you return your key(s).

It is also required that you complete the **LABORATORY SAFETY FUNDAMENTAL CONCEPTS** course and passed the competence exam. Please attach the email confirmation that you have passed the lab safety training exam to this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

UID # \_\_\_\_\_ PI: \_\_\_\_\_

Email: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Deposit Paid Date: \_\_\_\_\_

Deposit Refunded Date: \_\_\_\_\_

**Please Note:**  
 The key deposit fee will be charged to your BruinOnline account. When you return your keys, the amount charged will be credited to your account.  
 Charged to BruinOnline Account on: \_\_\_\_\_

**Refund Policy**  
 Keys must be returned on the same day of your employment termination. Any request passed 30 days will not be refunded. \_\_\_\_\_ Initial

**ACCESS REQUEST:** Please list all room numbers that you are requesting access.

| Room Number | Date Key Checked Out (MSE use only) | Key # (MSE use only) | Desk # (MSE use only) | Key Returned Date (MSE use only) | Deposit Refund Received (Key holder Signature) |
|-------------|-------------------------------------|----------------------|-----------------------|----------------------------------|--|
|             |                                     |                      |                       |                                  |  |
|             |                                     |                      |                       |                                  |  |
|             |                                     |                      |                       |                                  |  |
|             |                                     |                      |                       |                                  |  |
|             |                                     |                      |                       |                                  |  |
|             |                                     |                      |                       |                                  |  |
|             |                                     |                      |                       |                                  |  |

Key Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_