UCLA Engineering

HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Department of Materials Science and Engineering

MS&E KEY REQUEST

Please fill in the information below and return the form to Laura Rodriguez, 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 useonly)	**Deposit Refund Received** (Key holder Signature)

Key Holder Signature:_____ **Date:** _____

PI Authorized Signature:_____ **Date:** _____