School of Engineering and Computer Science  
301 Engineering Center  

KEY REQUEST FORM  

Print Name _______________________________________________________ New Request _____ Renewal _____ 
(FIRST) (LAST) (Check appropriate box above/below)  

Grizz ID # G 00  Dept: ________ PhD ___ Grad ___ Undergrad*** ___ Visiting Scholar___ P/T Casual___ Other _______________ Visiting Professor ___ Special Instructor___ Lecturer ___ 

Telephone #________________________________ E-mail: ____________________________@oakland.edu  

Key requested:  
<table>
<thead>
<tr>
<th>Lock/Key Number</th>
<th>Room Number &amp; Building</th>
<th>Room Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example: HN-39)</td>
<td>(Example: 118 DH or 370 EC)</td>
<td>(Example: Electronics Lab; ECE Grad Student Office: ME Lab)</td>
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The School of Engineering and Computer Science requires individuals requesting keys to pay a deposit of $20.00 for each key. When the key is returned in the appropriate manner, the deposit will be returned, following normal University procedures. The deposit may be paid by check made payable to Oakland University or in cash, no debit/credit cards can be accepted. Deposit is required before the key is issued.  

Lost or stolen keys must be reported to the Oakland University Police Department before additional keys can be issued. A copy of the OU Police report with incident number must be submitted for replacement keys. Each replacement key may require a $20.00 deposit.  

NO electronic signatures are acceptable. Form must be submitted in person to 301 EC by the individual requesting the key.  

**UNDERGRADUATE STUDENTS ONLY:** Your faculty supervisor must submit a written statement indicating why a key is being requested, the reason for access to the room/lab and required access dates. The faculty/supervisor statement must be attached to this form for the New Request or Renewal.  

Failure to follow the key request rules may result in holds placed on registration or graduation. Failure to return key(s) in a timely manner will result in all key deposits being forfeited. A request to renew a key must be submitted before the key return date. Renewal periods every year are as follows:  
August 1-12 – for all key holders  
April 15-May 12 – for all key holders  
December 1-12 – for all key holders except visiting faculty  

I have read and understand the above policy. 

Applicant signature: ___________________________________________________ Date _______________  

Faculty/Supervisor: __________________________  _________________________ Date _______________  

Print name Signature  

Dept Chair: __________________________  _________________________ Date _______________  

Print name Signature  

BOX AREA FOR DEPARTMENT USE ONLY  

Key return date: _______________  

Key deposit ________ X $20.00 per key = deposit amount $______________  

Deposit paid __________________________ CASH or CHECK #___________  

OU receipt # __A________________ OU deposit # ____________________ Deposit date: _________  

Faculty request attached: Yes __ No __  

08/2016 bjk