

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:

<u>Lock/Key Number</u> <i>(Example: HN-39)</i>	<u>Room Number &amp; Building</u> <i>(Example: 118 DH or 370 EC)</i>	<u>Room Name</u> <i>(Example: Electronics Lab; ECE Grad Student Office: ME Lab )</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

<b>BOX AREA FOR DEPARTMENT USE ONLY</b>		Key return date: _____
Key deposit _____ X \$20.00 per key = deposit amount \$ _____		
Deposit paid _____	CASH or CHECK # _____	
OU receipt # <u>A</u> _____	OU deposit # _____	Deposit date: _____
Faculty request attached: Yes ___ No ___		
08/2016 bjk		