

# STUDENT PERSONNEL KEY AUTHORIZATION FORM

I, \_\_\_\_\_, authorize the distribution of the following key(s) to  
*Staff Member/Faculty/Administrator/Dept. Chair*

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

\_\_\_\_\_  
*Student's Name*

Grad: \_\_\_\_\_ UG: \_\_\_\_\_

Area within Department: \_\_\_\_\_

_____ Room #	_____ Key Code # (office use)	_____ Room #	_____ Key Code # (office use)
_____ Room #	_____ Key Code # (office use)	_____ Room #	_____ Key Code # (office use)
_____ Room #	_____ Key Code # (office use)		

Signature: **X** \_\_\_\_\_  
*Staff Member/Faculty/Administrator/Dept. Chair*

**Return this form to Elliott Hall N218.  
Student will be e-mailed when keys are ready (allow 5 business days).**

**PAY BY CHECK ONLY- Payable to *University of Minnesota*.  
A \$10.00 deposit is required for each key requested.**

<i>Office Use Only</i>	
Paid: \$	_____
Check #:	_____
Date:	_____
Card #	_____
Paid Back: \$	_____
Date:	_____

**PLEASE READ THE FOLLOWING BEFORE SIGNING**

## **ONLY YOU CAN REDEEM KEY DEPOSIT REFUND CARD**

A key deposit refund card will be given to you upon return of the keys,  
and only when every key listed on it is returned.  
Redeem card for cash at the Bursar's Office in 145 Williamson Hall.

Your deposit will be forfeited if your key is not returned to the Psychology Department at the time of your departure.  
In addition, there will be a \$50 charge for each lost key.

**I accept responsibility for the keys listed above and agree to the terms stated herein.**

Signature: **X** \_\_\_\_\_

Date of Pick Up: \_\_\_\_\_

<i>Office use only</i>	
(Keys Check Out) By: _____	Date Entered: _____
(Keys Returned) By: _____	Date Entered: _____