

## **Access Control Policy and Procedures**

### **1. Purpose**

This policy and procedural guidance is designed to facilitate the issuance of Keys and Access Cards on as-needed basis, to define responsibility for issuance and collection of Keys and Access Cards and to encourage responsible care of Keys and Access Cards by the designated holders. It is applicable to University of Washington Tacoma (UWT) faculty, staff, students, and contractors and other essential personnel requiring access to UWT buildings and facilities.

### **2. Definitions**

- a. Key(s): All devices used to lock/unlock mechanical locking devices. Lockers, desks, file cabinets, and other similar storage devices (excepting podiums/cabinets securing media equipment) are normally excluded.
- b. Electronic access devices (Cards): used in lieu of mechanical locks in UWT buildings and facilities.
- c. Access and Key Schedule: A system of lock design, both mechanical and electronic, to provide controlled access to UWT buildings and facilities.
- d. Key and Access File: Records maintained by the Safety and Security Office identifying Keys and Access Cards by type, number, lock access and persons in possession of specific Keys and Access Cards.
- e. Access Coordinator: A person designated, in writing, by a Department Head, to authorize issuance of Keys and Access Cards on his or her behalf.
- f. Type of Keys:
  - Grand Master - Operates all locks in the UWT Key schedule.
  - Master – Operates all locks within a particular building.
  - Sub-Master – Operates all locks within a particular area or suite.
  - Operating – Operates a specific single lock only.
  - Access Card – Operates on specific doors and spaces as requested by the Department Access Coordinator, and programmed by the Access Officer.

### **3. Responsibilities**

- a. Safety and Security Office
  - Primary responsibility for the security of the buildings and grounds of the UWT campus.
  - Maintains all Access Control files and records of original, duplicate and replacement Keys for each building and facility.
  - In coordination with Department Heads and Facilities Services, develops Key schedules that provide access to University buildings and facilities, yet maintains a high level of security.
  - Securely stores all unissued or unused Keys and Access Cards.
  - Evaluates Access authorizations to insure the type of access requested is appropriate and would not create an unacceptable security risk.
  - Investigates loss or theft of University Keys and Access Cards when possible.

- Reports all Key and Access Card losses or thefts to Department Heads or Key Coordinators.
  - Furnishes Department Heads or Access Coordinators, upon request, a list of all persons in their Department who are in possession of Keys and/or Access Cards.
  - Insures deposits are collected on Keys and Access Cards that are issued (when required) and prepares Key and Access Card Deposit Refund Request upon return of the Keys and Access Cards.
  - Issues Keys and Access Cards to employees, students, contractors or other authorized persons
  - Collects replacement Key and Access Card fees or new Key and Access Card deposits (when required) prior to issuing a replacement Key or Access Card for a Key or Access Card that has been lost, stolen or damaged.
  - Collects Keys and Access Cards.
  - Collects fees assessed when Keys and Access Cards are not returned upon change in status or location, or Keys and Access Cards not returned upon recall.
  - Notifies the Campus Cashier to initiate billing for lost Keys and Access Cards held by students; for Keys and Access Cards not returned upon change in status or location of the person to whom they were issued; or Keys and Access Cards not returned upon recall.
  - Requests new, duplicate or replacement Keys and Access Cards to the Access Control Officer
- b. Facilities Services
- Purchases, maintains, and installs locks and other door hardware. Requests to acquire non-standard locks, hardware or other specialty items will be evaluated by Facilities Services, and if approved, must be funded by the requesting Department.
  - Informs and coordinates all requests for lock changes with the Safety and Security Office.
- c. Department Heads
- Authorize the issuance of Keys and Access Cards to faculty, staff and students under the Department's control. This responsibility may be delegated to one or more designated Access Coordinators by filing a [Key Coordinator Designation](#) (Appendix A) for each appointee with the Safety and Security Office.
  - Conduct an annual review of all Keys and Access Cards issued to faculty, staff and students in the Department. Upon request, the Safety and Security Office will furnish a list of Department Key and Access Card holders. The list should be used to verify that they still have a need for the Keys and/or Access Cards they possess.
  - Provide written notification to faculty, staff or students who have been issued Keys and Access Cards when a change in status, location or actual need requires the individual to return Keys to the Safety and Security Office or to re-program or deactivate Access Card(s).
- d. Finance Office
- Establish Access Card deposit accounts in accordance with University policy.
  - Refunds to students will be by credit to their student account by the Finance Office.
- e. Key and/or Access Card Holder
- Sign Key and/or Access Card Holder Agreement or Key and/or Access Card Deposit Agreement for each Key and/or Access Card received.
  - Pay the established deposit of \$10.00 prior to the issuance of Keys and/or Access Cards to sensitive/high risk areas.

- Maintain personal possession of issued University Keys and/or Access Cards and not duplicate, loan, or transfer to others for any reason. Unauthorized duplication, use or transfer of any Key and/or Access Card may result in administrative and/or disciplinary action against the holder.
- Report lost, or theft of, Keys and/or Access Cards to the appropriate Department Head and the Safety and Security Office immediately.
- Return all Keys and/or Access Cards in holder's possession upon change of status or location, when recalled by the Safety and Security Office, or when no longer needed to perform job related responsibilities.

#### **4. General Policy**

- a. A campus building, office or other space may not be secured by a locking device, either mechanical or electronic, that is incompatible with the campus Key and Access Card system, unless authorized by the Safety and Security Office prior to installation.
- b. Every building utilizing mechanical locks and/or electronic access devices will be accessible by a secure Key that is controlled by the Safety and Security Office. This Key will be available in emergency situations; i.e., when life/safety is threatened or when official representatives of fire, police and/or other emergency personnel require immediate access.
- c. Each building using mechanical locks will also be keyed to a secure Key, which may be used by select academic personnel, custodial services personnel, and facilities services personnel. In addition, there may be several levels of access granted through programmed Access Card that permits limited access to one or more offices or spaces.
- d. The Safety and Security Office programs each campus building, office and other spaces using electronic access devices in lieu of mechanical locks.
- e. Keys and Access Cards may be issued only to faculty, staff, students currently enrolled at UWT, contractors or other essential personnel, based on actual need and consistency with job responsibilities or class/research requirements.
- f. Keys and Access Cards remain the property of UWT and are issued for the sole use of the Key and/or Access Card holder. No Keys or Access Cards may be duplicated, loaned, or transferred to any other person by the holder.
- g. All repairs and/or additions to any mechanical or electronic locking device, or to any door hardware, will be the responsibility of Facilities Services and will be documented on a numbered work order. Facilities Services will inform the Safety and Security Office of any work requests pertaining to locks or door hardware that are not initiated by the Safety and Security Office. Any person causing unauthorized repair or change to a locking device or door hardware owned by UWT will be held responsible for the costs required to return the affected device or door to its original condition.

#### **5. Procedures**

- a. Authorizing and Issuing Keys and/or Access Cards
  - Department Head or designated Access Coordinator must submit a request to the Safety and Security Office for the item(s) needed, per individual, through the Footprints work order system.
  - Upon receipt of a properly submitted Key or Access Card Issuance Request, the Safety and Security Office will:
    - Evaluate the authorization to insure that the type of access being requested would not create an unacceptable security risk.

- Complete a Key Control Record or Access Card report for the individual listing Keys and/or issued.
  - Prepare a [Key Deposit Agreement](#) form (Appendix C) for Keys and Access Cards for areas considered to be sensitive or high-risk or a [Key Holder Agreement](#) form (Appendix D) for Keys and Access Cards to all other areas. **Any employee or student authorized to receive a Key or Access Card to a building, room or other space that has been determined to be a sensitive or high-risk area will be required to sign a Key Deposit Agreement and remit a monetary Key deposit in the amount of \$10.00 prior to issuance of Keys and/or Access Cards.**
  - The Access Control Officer will issue the Keys and/or Access Card to the individual upon presentation of appropriate identification, signing of either the Key Holder Agreement form or the Key Deposit Agreement form and, if required, payment of a Key deposit. In the case of students, the payment will be charged to their student account.
  - The Access Control Officer will file the form(s) with the individual's Key Control Record.
  - A list of students who have picked up Keys and/or Access Cards will be sent to the Campus Cashier.
  - The Campus Cashier will charge the student's account for the deposit fee.
- b. Lost or Stolen Keys and Access Cards
- When a Key or Access Card is reported as lost or stolen, the Safety and Security Office will prepare and file an Incident Report.
  - The Director of the Safety and Security Office will consult with the Director of Facilities Services and/or the Vice-Chancellor of Finance and Administration to determine action to be taken to modify locks and/or issue new or replacement Keys.
  - Determination of action to be taken will be based on the assessed threat to the security of the University community and property, and the costs that would be incurred for the action.
  - If it is determined that reasonable security can be maintained solely by issuing a replacement to the person who reported a lost or stolen Key and/or Access Card, the Safety and Security Office will:
    - o List the corrective action on the Incident Report for the lost Keys and/or Access Cards
    - o Prepare a [Replacement Key Authorization](#) (Appendix E) and send to the appropriate Department Head or Access Coordinator for approval. **A replacement fee will be charged or a new deposit will be required before a replacement is issued unless investigation of the incident establishes that the Keys and/or Access cards were stolen WITHOUT negligence on the part of the student, staff, faculty, or other authorized individual.**
  - For replacement Keys and/or Access Cards to areas considered to be sensitive or high-risk, and upon receipt of the [approved Replacement Key Authorization](#) form, prepare a [Key Deposit Agreement for Replacement Key](#) form (Appendix F) or an Assessment of Fees and [Key Holder Agreement for Replacement Key](#) form (Appendix G).
  - Provide to the Campus Cashier the replacement Key and/or Access Card to the Holder, together with a Key Deposit Agreement for Replacement Key form or a Key Holder Agreement for Replacement Key form

- The Access Control Officer will issue the Key and/or Access Card to the individual upon presentation of appropriate identification, signing of either the Key Holder Agreement for Replacement Key form or the Key Deposit Agreement for Replacement Key form, and payment of either the assessed fees or new Key deposit.
  - After issuance, the Access Control Officer will file the completed agreement form with the individual's Key Control Record.
  - If it is determined that attaining reasonable security requires re-Keying (i.e., the changing of tumblers in lock cylinders or the replacement of lock cylinders to accommodate different Keys), or reprogramming Access Cards, the Safety and Security Office will:
    - List the action on the file copy of the Incident Report.
    - Will prepare a [Replacement Key Authorization](#) form (Appendix E), and send a copy to the appropriate Department Head or Access Coordinator. **A replacement fee will be charged or a new deposit will be required before any replacements are issued unless, upon investigation, it is determined the Keys and/or Access Cards were stolen, and that negligence on the holder did NOT contribute to the theft**
    - Upon receipt of the [approved Replacement Key Authorization](#) form, prepare a [Key Deposit Agreement for Replacement Key](#) form (Appendix F) for replacement Keys to areas considered to be sensitive or high-risk or an Assessment of Fees and [Key Holder Agreement for Replacement Key](#) form (Appendix G) for replacement Keys to all other areas.
    - The Access Officer will issue the Key and/or access Card to the individual upon presentation of appropriate identification, signing of either, the Key Holder Agreement, Access Card Holder Agreement, Replacement Key form or the Key Deposit Agreement for Replacement Key form, and payment of either the assessed fees or new deposit.
    - After issuance, the Access Officer will file the form with the individual's Key Control Record.
  - Initiate a recall of all Keys issued or reprogram all Access Cards for the original lock or setting. Issue a new Key upon return of old Key and update the Key Control Record.
  - Repeated reports of a lost, stolen or damaged Key and/or Access Card by the same person may result in the suspension of access privileges.
1. Change in Status or Location
- Any Key and/or Access Card that has been issued must be returned to the Safety and Security Office upon retirement, separation from employment (to include termination), change in student enrollment or program status, or transfer to a new building, room or space. **Faculty or staff members on approved sabbaticals or current students not enrolled for Summer quarter, but returning for Autumn quarter are not required to return Keys and/or Access Cards.** However, students falling under the above-mentioned category who do not return for Autumn quarter are required to return the Keys or Access Card no later than the second week of that quarter, or forfeit their deposit. Other Key replacement fees may also apply.
  - Department Heads or Access Coordinators must provide written notification by memo or e-mail to faculty, staff, students, or other Holders, of the **requirement to return Keys prior to the effective date of the change in status or location.**

- Keys and/or Access Cards may be returned to the Campus Safety and Security department and a receipt listing the items being returned will be given to the Holder.
- The Access Control Officer will record the return on the individual's Key Control Record.
- Upon receipt of a returned Key or Access Card, the Safety and Security Office will:
  - Note the date of return on the Holder's Key Control Record.
  - If the Holder is a student, [Key Deposit Refund](#) request (Appendix H) will be sent to the Campus Cashier for credit to their student account.
- Keys or Access Cards that are not returned will be treated as lost, and the Safety and Security Office will notify the Campus Cashier to assess any applicable fees.
- If the individual is an employee, former employee or student no longer actively enrolled, the Campus Cashier will be notified, and the individual will be billed for the amount owed.
- If the individual is an actively enrolled student, the amount of fee owed will be added to the student's account.
- If the Holder is no longer physically on the campus, the bill will be sent to their last known address.
- **Any assessed amount not paid within 30 days of the date of the bill, will be referred to a debt collection agency.**
- A Cost Transfer Invoice (CTI) or Journal Voucher (JV) will be used to charge the responsible Department.

## 2. Recall of Keys

- In addition to replacement of any Keys or Access Cards deemed necessary as a result of loss or theft, replacement may also be warranted for other reasons: Keys, Access Cards or locks damaged beyond repair; new locking devices; new construction; new doors; new occupants, or other facilities or security related issues. UWT reserves the right to request the return of Keys and/or Access Cards that have been issued to faculty, staff, students, or other authorized personnel, at any time. Keys not returned upon recall will be treated as lost, and applicable fees will be assessed or, the deposit will be forfeited.

## 6. Fees for Lost or Stolen Keys and/or Access Cards; Keys and/or Access Cards Not Returned Upon Change of Status or Location; Keys and/or Access Cards Not Returned Upon Recall

- a. Single Key replacement or loss: \$10.00 per door affected. Access Card replacement or loss: \$10.00 per Card. The Holder pays the entire fee or forfeits deposit, if a deposit was required.
- b. Sub-Master Key replacement or loss: \$125. Key Holder pays \$25; Departmental unit pays the remainder.
- c. Master Key replacement or loss: \$250. Key Holder pays \$50; Departmental unit pays the remainder.
- d. Grand Master Key replacement or loss: \$500 for buildings with over 50 doors OR \$10.00 per door affected. Key Holder pays \$100; Departmental unit pays the remainder.

Appendix A



**Access Coordinator Designation**

Department Heads may delegate the authority to submit requests for the issuance of Keys and Access Cards to faculty, staff, and students under the Department’s control by sending an e-mail to the Safety and Security Services Office as follows:

**To: uwtsafe@uw.edu**

**From: (Department Head)**

**Subject: Designation of Key Coordinator**

I, \_\_\_\_\_, \_\_\_\_\_,  
Name Working Title

designate \_\_\_\_\_, \_\_\_\_\_,  
Name Working Title

as an Access Coordinator who may submit requests for the issuance of Keys and Access Cards on my behalf for

\_\_\_\_\_  
Department, Program, Office or Laboratory

## Appendix B



### **Key Issuance Request**

To request the issuance of a Key to an employee or student under the control of the requesting Department, the Department Head or Designated Key Coordinator must submit a request for each individual item(s) per person being requested through the Footprints work order system, located on the Campus Safety and Security web site under Services-Keys and Access Cards.

Please have the following information ready when submitting the request:

#### **1. Key Holder Information**

- a. Name:
- b. Employee or Student Identification Number:
- c. Department/Program/Office:
- d. Box Number:
- e. Telephone Number:
- f. Email address:

#### **2. Key Information**

- a. Building and Room: (Indicate building name or abbreviation (e.g., GWP), the specific room number (e.g. GWP 212))
- b. Other Space: (Description)



Appendix C



**Key Deposit Agreement**

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

Name of Key Holder: \_\_\_\_\_  
Key Type: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_  
Other Access: \_\_\_\_\_

I acknowledge receipt of and take full responsibility for the loss or damage of the above Key while in my possession.

I understand that any Key issued to me remains the property of the UWT and is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the Safety and Security Services and may result in forfeiture of the deposit paid for issuance of the Key. In addition, payment of a new Key deposit may be required to obtain a replacement Key.

I agree to return any Key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the UWT for any other reason. I understand that the Key deposit will be refunded upon return of the Key, but that failure to return the Key per this agreement will result in forfeiture of the Key deposit. Faculty or staff members on approved sabbaticals or current students not enrolling for Summer quarter but returning for Autumn quarter are not required to return Keys. However, students falling under the above-mentioned category who do not return for Autumn quarter are required to return the Key(s) no later than the second week of that quarter or forfeit their deposit, other Key replacement fees may also apply.

\_\_\_\_\_  
Signature of Key Holder



Receipt of Key deposit in the amount of \$ \_\_\_\_\_ is acknowledged.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Campus Cashier

**Key Holder Agreement**

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

Name of Key Holder: \_\_\_\_\_

Employee ID or Student ID: \_\_\_\_\_ Department: \_\_\_\_\_

Office Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Department Director/Key Coordinator: \_\_\_\_\_

Description	Tag #	Key #	Sub #

Other Access: \_\_\_\_\_

I acknowledge receipt of and take full responsibility for the above Key while in my possession.

I understand that any Key issued to me remains the property of the UWT and is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the Safety and Security Services, which may result in fees being assessed for the lost, stolen or damaged Key in accordance with the UWT Key Control Policy and Procedures.

I agree to return any Key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the UWT for any other reason. I understand that the Key deposit will be refunded upon return of the Key, but that failure to return the Key per this agreement will result in forfeiture of the Key deposit. Faculty or staff members on approved sabbaticals or current students not enrolling for Summer quarter but returning for Autumn quarter are not required to return Keys. However, students falling under the above-mentioned category who do not return for Autumn quarter are required to return the Key(s) no later than the second week of that quarter or forfeit their deposit, other Key replacement fees may also apply.

\_\_\_\_\_  
Signature of Key Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer's Initials

\_\_\_\_\_  
Cashier's Initials

## Replacement Key Authorization

**To initiate the issuance of a replacement Key to an employee or student who has reported the loss, theft, or damage of a previously issued Key, the control of the Safety and Security Office will send an e-mail to the responsible Department as follows:**

From: Safety and Security Office

To: (Department Director or Designated Key Coordinator)

Subject: Replacement Key Authorization

Upon the approval of the Department, a replacement Key may be issued to the following Key holder who reported that the original Key issued to him or her was lost, stolen or damaged. Please reply to this message indicating your approval or disapproval, and unless the fees have been waived, the budget number to be charged for the Departmental portion of the replacement fee.

### **1. Replacement fees or new Key deposit must be paid prior to issue of replacement Key as follows:**

- \_\_\_\_\_ Fee of \$\_\_\_\_\_ assessed to the individual
- \_\_\_\_\_ Fee of \$\_\_\_\_\_ assessed to the Department
- \_\_\_\_\_ Key Deposit of \$\_\_\_\_\_ required from the individual
- \_\_\_\_\_ Fees Waived; Approval only required for replacement issue

### **2. Key Holder Information**

- a. Name:
- b. Employee or Student Identification Number:
- c. Department/Program/Office:
- d. Box Number:
- e. Telephone Number:

### **3. Key Information**

- c. Building and Room: (Indicate building name or abbreviation (e.g., GWP), Key type (operating, sub-master or master), and for operating Key type, the specific room number)
- d. Other Space: (Description)

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**The Department Head or Designated Key Coordinator must send a reply (including the original message in the reply) to the e-mail from the Safety and Security Office (above) as follows:**

Subject: Replacement Key Authorization

**EITHER**

Issuance of a replacement Key to the individual cited in your message is not approved.

**OR**

Issuance of a replacement Key to the individual cited in your message is approved. If a replacement fee or new Key deposit has been indicated as being required in your message, the individual has been informed that the Campus Cashier will require payment of the required fee or Key deposit when the replacement Key is issued. Budget number \_\_\_\_\_ may be charged for the portion of the replacement fee assessed to the Department.

Appendix F



**Key Deposit Agreement for Replacement Key**

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

Name of Key Holder: \_\_\_\_\_  
Key Type: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_  
Other Access: \_\_\_\_\_

I understand that the above Key is being issued as a replacement for a Key lost, stolen or damaged while in my possession and that the Key deposit paid for the original Key is forfeited.

I acknowledge receipt of the above Key and take full responsibility for the loss or damage of the Key while in my possession.

I understand that any Key issued to me remains the property of the UWT and is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the Safety and Security Services and that this may result in forfeiture of the deposit paid for issuance of the Key.

I agree to return any Key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the UWT for any other reason. I understand that the Key deposit will be refunded upon return of the Key, but that failure to return the Key per this agreement will result in forfeiture of the Key deposit. Faculty or staff members on approved sabbaticals or current students not enrolling for Summer quarter but returning for Autumn quarter are not required to return Keys. However, students falling under the above-mentioned category who do not return for Autumn quarter are required to return the Key(s) no later than the second week of that quarter or forfeit their deposit, other Key replacement fees may also apply.

\_\_\_\_\_  
Signature of Key Holder



Receipt of Key deposit for the replacement Key in the amount of \$ \_\_\_\_\_ is acknowledged.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Signature of Key Control Officer

Appendix G



**Key Holder Agreement for Replacement Key**

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

To: Campus Cashier  
Box 358433

From: Safety and Security Office  
Box 358452

Name of Key Holder: \_\_\_\_\_  
Key Type: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_  
Other Access: \_\_\_\_\_

The above Key is being issued as a replacement for a Key reported as lost, stolen or damaged while in possession of the Key holder. Fees for the replacement Key are assessed as follows:

To the Key Holder: \$\_\_\_\_\_ (to be collected in cash or charged to student's account)  
To the Department: \$\_\_\_\_\_ (to be charged to Budget No. \_\_\_\_\_ )



I understand that the above Key is being issued as a replacement for a Key lost, stolen or damaged while in my possession and that the fees for the replacement Key have been assessed in accordance with the UWT Key Control Policy and Procedures.

I acknowledge receipt of and take full responsibility for the above Key while in my possession.

I understand that any Key issued to me remains the property of the UWT and is provided for my sole use as the Key holder.

I understand that the Key may not be duplicated, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft or damage of any Key in my possession to the Safety and Security Services, which may result in fees being assessed for the lost, stolen or damaged Key in accordance with the UWT Key Control Policy and Procedures.

I agree to return any Key in my possession upon termination, retirement or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the UWT for any other reason. I understand that the Key deposit will be refunded upon return of the Key, but that failure to return the Key per this agreement will result in forfeiture of the Key deposit. Faculty or staff members on approved sabbaticals or current students not enrolling for Summer quarter but returning for Autumn quarter are not required to return Keys. However, students falling under the above-mentioned category who do not return for Autumn quarter are required to return the Key(s) no later than the second week of that quarter or forfeit their deposit, other Key replacement fees may also apply.

\_\_\_\_\_  
Signature of Holder



Appendix H



**Key Deposit Refund Authorization**

Upon return of a Key that required payment of a Key deposit when issued to the Key holder, the Safety and Security Office will submit an e-mail request to the Campus Cashier for the preparation of a refund check (or, if a student, a credit to the student account) in the amount of the deposit as follows:

To: Campus Cashier

From: Safety and Security Office

Please issue a refund check (or if a student, a credit to the student account) in the amount of \$ \_\_\_\_\_ to refund the Key deposit for the following Key(s) which has been returned to this office:

Key Type: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

Key Type: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

Key Type: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

Other access: \_\_\_\_\_

Refund check should be made payable to:

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_