THE UNIVERSITY OF ARIZONA PSYCHOLOGY DEPARTMENT
KEY PRIVILEGES REQUEST

☐ Physical Keys  ☐ Building access  ☐ Both

Requestor Name: ________________________________________________________________

Cat Card Number: ______________________________________________________________

Email Address: ________________________________________________________________

Building _________ Room(s) Access: ______________________________________________

Reason for Request: _____________________________________________________________

Duration of Request:  Beginning ___________________ Ending _________________________

Key holder needs to initial each statement below. (Only complete for Physical Keys)

____ The key holder is personally accountable for all University keys issued to them.

____ Misuse of key and the key privileges are subject to disciplinary action.

____ University keys may not be exchanged or loaned.

____ Lost or stolen keys must be reported within 24 hours. If keys are lost or stolen, key holder
   will be charged for changing locks, and replacement of all keys issued for that door and
   any door for which the key accesses. (The fee is determined by the University Key
   Desk).

Building Access:

____ Doors are NOT to be propped open after hours/on weekends.

I, _________________________________, promise to return the keys mentioned above

Requestor
to the Department once my assignment has been completed. I also understand all statements

initialed by me in the text above.

__________________________  _________________________
Signature of Requestor                    Date

____ I understand the department will require me as the faculty member, who is sponsoring the
above mentioned, to be responsible for the cost of the replacement key or the cost of re-
keying the door if required, should the above non-employee not return the key(s) issued
to them.

____ I understand undergraduates are not to be in the lab unsupervised.

APPROVED BY __________________________  _________________________

Faculty Sponsor                    Date

Revised 5.22.19