

## Biology Key Request Form

Undergrad      Grad      Staff      Non-Tenure Track Faculty      Faculty      Other

Name	
W#	
Permanent Address	
Email	
Cell Phone	
Supervising Faculty	

Faculty Signature \_\_\_\_\_

Room #(s) for Key(s) Requested	Key Code	Serial #	Date Out	Expected Return
<i>Stockroom Use Only</i>				

LAST NAME

**Instructions:**

1. Go to the Student Business Office in Old Main 110 and pay a \$30 deposit regardless of the number of keys requested. Make sure you get a blue "Biology Department Key Deposit Ticket" from the cashier.
2. **After this form has been completd and signed by your supervising faculty member**, bring it and the deposit ticket to the Biology Stockroom (BI 254) to receive your key(s).
3. When you no longer need the key(s) bring them back to the Stockroom to trade for your deposit ticket. Bring the ticket back to the Student Business Office to get your \$30 returned.
  - *Students are only issued keys under the authority of a supervising faculty. That faculty's signature is required.*
  - *You must return all biology keys prior to your graduation*