

Key Checkout Form

Directions

1. Obtain faculty signatures for each key as well as the LHSOM Director (upon request).
2. Pay deposit to UI Cashier at Pitman Ctr (\$25/key, refundable upon return). They will stamp form below.
3. Return stamped form to School of Music to receive key.

Name: _____

 Last First

UI V#: _____

E-Mail: _____

Phone: _____

Current Address: _____

 Street City St Zip

Permanent Address: _____

 Street City St Zip

- I understand that the keys issued to me are the property of the University of Idaho.
- I understand that the keys issued to me are for my sole and personal use, not to be lent to anyone and not to be reproduced.
- I understand my responsibility for the security of keys and the rooms they unlock.
- I understand there will be a hold placed on my student account and a charge of \$50 per key for each key not returned at the end of the academic year.
- I understand that if I lose the key, I may be responsible to pay the fee to re-key the appropriate room(s) in order to keep the Lionel Hampton School of Music secure.

Signature _____ Date _____

Keys Requested

Bldg.; Room _____

Reason _____

Faculty approval _____

Director's approval _____

(ONLY needed upon request of office personnel)

<p>_____ # keys x \$25 Total amount due: \$ _____ (May <u>not</u> be charged to student account)</p> <p>Detail code: FI01</p> <p><i>Return this form to the School of Music</i></p>	<p><i>Cashier, please stamp here</i></p>
--	--