

CEE Departmental Key Check Out Form

Name:
(Last, First)

Key(s) are issued for access to CEE department space as deemed appropriate by your Faculty Advisor or CEE Administration. Keys are **non-transferrable** and **must be returned** to the CEE department at the conclusion of your studies/participation in CEE sponsored activities.

Note: Form is not applicable to key(s) issued to CEE Faculty, Staff (w/permanent CEE appointments) and UW Facilities/Central offices personnel

Questions? Please contact Josie Samson, More Hall, Room 201E | jsamson@uw.edu | 206.543.2391

Name (Last, First):

**Student ID or
EID for non-student:**

Email & Phone No.:

Anticipated Key Return Date:

Reason for Key(s): TA/RA work Instructor/Teaching Visiting Scientist/Scholar
 Student Group Activities Other

Faculty Advisor/Key Authorizer:
(Last & First name)

Key(s) Issued:

Please return key(s) to Josie Samson, More Hall Rm 201E, Thank you.

LOST/STOLEN KEYS: Please report to Josie Samson via email jsamson@uw.edu immediately.

REPLACEMENT FEE is \$20 per lost key. Failure to pay the \$20 key replacement fee for student will result in a financial hold on your UW student account which may delay registration, graduation or transcript issuance.

Signature & Date

For CEE office use only - Keys received by Name & Date / Comment if applicable:

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