**Attachment C**

Oklahoma State University (OSU)

College of Engineering, Architecture, and Technology (CEAT) **Key Issue/Return Form for Laboratory and/or Office/Desk Assignments**

**(CIRCLE THE ACTION) KEY RETURN KEY ISSUE**

**DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

**STUDENT NAME: (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CWID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FACULTY MEMBER’S NAME (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXPECTED GRADUATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROOM NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KEY NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. I understand each lost or misplaced key will result in up to a $100 re-keying charge to my bursar account.
2. I understand that a professor may ask me to return keys to their lab at any time.
3. I understand that keys will only be given to the person for whom the request was made.

**STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person accepting or providing the key (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please insure the information is legible.**

Return signed form and all office and desk keys to: ceatkeyrequest@okstate.edu

* HRC Tulsa: Mark Owen, Research Technician, 918-594-8607
* Stillwater: ATRC 201 Front Desk (across from the 206 conference room)

**----------------------------------------------------------------- CEAT USE ONLY -----------------------------------------------------------------**

\_\_\_\_\_\_\_\_\_\_\_\_ Card swipe access provided/remove \_\_\_\_\_\_\_\_\_\_\_\_ Database information updated