DEPARTMENT OF GEOSCIENCES KEY POLICY

• University building keys are the property of the University and may not be duplicated.

• Loss of keys must be immediately reported to Police Services (863-1111) and to your Access Coordinator.

• No replacement key will be issued with payment of the replacement cost ($20/key).

• Keys must be returned to the Access Coordinator upon termination of employment and/or student status or transfer from the Department of Geosciences.

• Failure to return keys upon termination or transfer may result in the withholding of the appropriate amount from the employee’s paycheck or a charge to a student’s account until the keys are returned.

Your signature below signifies your understanding and acceptance of this policy.

Signed:_________________________________ Date:______________

Printed:_________________________________