

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: _____