

ODUM SCHOOL OF ECOLOGY

REQUEST FOR KEY(S) AND DEPOSIT FORM

Be sure to download this form before filling it out or you will not be able to use the Submit button.

Today's Date: Name of Person Requesting Key(s):
Please check one: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Post-Doc <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate Student* <input type="checkbox"/> Visiting Scholar *Undergraduate student must be on UGA payroll.
Name of Supervisor or Major Professor <small>(all student requests require MP name & signature)</small>
Signature of Supervisor or Major Professor <small>(all student requests require MP name & signature)</small>

LIST BUILDING(S) AND ROOM NUMBER(S) FOR KEY(S) REQUESTED BELOW:

Building(s) and Room Number(s):	Key Number(s):

There is a required \$10.00 deposit per key issued.

We accept exact cash or checks. If writing a check, please make payable to: Odum School of Ecology.

You may submit this form electronically or in person. Either way, you will still need to take your payment to the Ecology front office in person. Once your payment and form are on file, you will be issued your key(s). You will also be issued a receipt for payment.

Once use of keys is complete, keys are eligible for a refund. Instructions are found in the mailroom or on your [website](#).

Signature of person requesting key: _____

OSE Business Office Use Only:

Amount Paid:	Date Paid:
Received by:	Receipt #

(after all signatures have been obtained)

If you do not see the RED submit button above you are welcome to save this document to your desktop and attach it to an email addressed to ecologyfrontdesk@uga.edu. Don't forget to take payment to the Ecology front office.