



**UNIVERSITY OF WASHINGTON
DEPARTMENT OF BIOLOGY
KEY AUTHORIZATION FORM**

NAME: _____
(Last) (First)

| | |
|--------------------|---|
| Email: | Dept (if not Biology): |
| Lab: | <input type="checkbox"/> Grad <input type="checkbox"/> Undergrad <input type="checkbox"/> Faculty/ Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Hourly <input type="checkbox"/> REU <input type="checkbox"/> FHCRC |
| Expected End Date: | UW ID: |

KEYS – Greenhouse/ Plant Lab/ Lab Keys = \$6 Outside door/Master = \$10
Johnson Hall Keys = \$10 & \$20

Kincaid Hitchcock Plant Lab Greenhouse Johnson
 Outside door Common Areas Lab/Room # : _____

CARDSWIPE ACCESS

Kincaid Hall: 003 CGC Tilling Lab Moody Lab
 Hitchcock Hall: 027 118 319 508 513 517 519 520 553

Building Use Permit? Yes No

- Although the key will be in my possession, I understand that it remains the property of the University of Washington.
- I agree NOT to release to other persons to use. I further agree NOT to duplicate it, or alter it in any manner.
- I also understand that I forfeit my initial key deposit if a key is lost or damaged, and that I must put down a new key deposit to replace lost or stolen keys.
- I understand that failure to return the key upon termination of my current status as an employee/student/visitor of the University of Washington Biology Department will result in forfeiture of my key deposit.

| | |
|---------------------|---------------------------------|
| FOR OFFICE USE ONLY | FACULTY/ AUTHORIZING SIGNATURE: |
| | KEYHOLDER SIGNATURE: |
| | |
| | |

For **Hitchcock Hall Keys** see Julie Martinez in HCK 318
For **all other keys/ access** see Brianna Divine or Front Desk in KIN 106