

KEY RECEIPT AUTHORIZATION

Date: _____

Key(s) issued to: _____

Key(s) received from: _____

Principal Investigator (PI): _____

Protocol number: _____

List of key(s) received:

Building	Room Number	Key ID number (engraved on the key)

Loaning or duplicating key(s) for animal facilities is strictly prohibited. The key(s) shall remain in the possession of the assigned holder at all times.

If the key(s) are not returned, the assigned holder’s department will pay all costs of re-keying and/or replacing locks and any additional fees that are involved to re-secure the property.

Lost or stolen key(s) shall be reported as soon as possible.

Signature of person receiving key(s)

Signature of person issuing key(s)

RETURN UNASSIGNED OR SURPLUS ANIMAL ROOM KEYS

- 1) A drop box is installed on the wall by the CM/VR Business Office: HSF-I, Room 620
- 2) Key return envelopes are next to the drop box. Please label envelopes with your name, PI name, building, and room number before placing the envelope in the drop box.
- 3) Keys should be returned upon employee separation from UMB or when room access is no longer needed. Please do not pass along keys to another person.

Please contact Patricia Matos (pmatatos@som.umaryland.edu) or Dr. Jenny Kalishman (jkalishman@som.umaryland.edu) if you have any questions.