

School of Engineering Key Request Form

Date: _____

Name: _____

Phone: _____

Email: _____

Employee Type: _____

REQUIRED APPROVALS

Advisor: _____

Advisor's Signature: _____

Chair/Director: Richard Lehman

Key #	Room	Return By

In return for the loan of the above-referenced key to me by Rutgers, The State University of New Jersey, I understand that the key is the property of Rutgers University; that I will not use the key other than for my personal use in the course of my employment at the University; that I will not allow use of the key by anyone nor will I attempt to duplicate nor allow anyone else to duplicate the key. In the event that this is lost or stolen, I will immediately notify the Key Representative who issued the key. I understand and agree that if I lose this key through carelessness or theft, that I may jeopardize my receiving a replacement key. It is my responsibility to return this key to the Key Representative in the event that I leave University employment or transfer to another department.

Requester Signature: _____

Please fill out and email completed form to Nahed Assal: nahed.assal@rutgers.edu.