DEPARTMENT OF PSYCHOLOGY

Key/Prox Card Authorization Form

Date: _____ Name: _____ Banner ID: _____
(Last Name, First Name)

☐Faculty ☐Staff ☐Student ☐Other: _____

Faculty Mentor/Supervisor Name: _____ Lab/Office: _____

Prox Clearances: ☐2nd Floor ☐Grad Lounge Date to De-Activate: _____

☐ARF—Orientation, Gilbert Borunda: _____ Date to De-Activate: _____

☐EEG 216—PCNC Director: _____ Date to De-Activate: _____

Prox #_____ Date Activated: _____ Date to De-Activate: _____

Keys Issued:

Room: _____ Key Number: _____ ☐Returned Staff Initials _____

Room: _____ Key Number: _____ ☐Returned Staff Initials _____

Room: _____ Key Number: _____ ☐Returned Staff Initials _____

Room: _____ Key Number: _____ ☐Returned Staff Initials _____

Room: _____ Key Number: _____ ☐Returned Staff Initials _____

I _____ acknowledge that I will be responsible for the following:

- Key/Prox Card holder must secure keys and prox cards at all times.
- Key/Prox Card holder is accountable for any lost or damaged keys or prox cards. Fees may apply.
- Key/Prox Card holder is responsible to report lost or stolen Keys or Prox card immediately to the main office.
- Keys and Prox Cards must never be shared with any other individuals.
- Students/volunteers are required to pay a $10.00 deposit for each key you will be receiving (refundable)
- Students/volunteers are requird to pay a $6.00 prox card activation fee (non-refundable)
- Upon end of assignment or position, the key/prox card holder must return keys back to the UNM Lock Shop. To receive your refund for keys, please return your portion of the card to the department.
- Prox cards are automatically deactivated on the end date specified on the application form.

By signing this agreement, I understand my responsibility as a key/prox card holder

_____ _____
Signature Date

☐ **Department Authorizations:**

☐ Faculty Mentor/Supervisor: _____

☐ Department Chair: _____

☐ Department Administrator: _____

☐ Prox Card Activation: _____

☐ Accounting Staff: _____

☐ UNM Key Form submitted: _____

Deposits:

Keys: Amount Paid: _____ Date: _____
Prox Card: Amount Paid: _____ Date: _____
Deposit refunds: Amount refunded: _____ Date: _____

Notes: