

# CHECK REQUEST FOR ETCHEVERRY AND HESSE HALL METAL KEY RETURNS

## MECHANICAL ENGINEERING DEPARTMENT

*Please print clearly and return completed form and keys to Dan Essley in Room 6161 Etcheverry Hall.*

*Signed forms are subsequently submitted to the Financial Services Office in 6195 Etcheverry.*

*Refund for the key deposit will be processed upon confirmation of refund eligibility and that ALL Etcheverry and Hesse Hall Keys issued to Individual have been returned to the Mechanical Engineering Department.*

*Total amount to be refunded: \$20.00*

Name: \_\_\_\_\_  Student ID or  Employee ID #: \_\_\_\_\_  
(Last Name, First, Middle)

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please enter the address where you would like the refund check to be sent in approximately 2 to 4 weeks

**\*\*If a departing student, PLEASE UPDATE YOUR BEAR FACTS\*\***

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

*Please select one (Please note that Post Docs, Visiting Students/University Extension Students, Visiting Scholars, Visiting Industrial Fellows and Visiting Student Researchers are not eligible to receive key deposit refunds):*

Current Student     Recent Student     Other (Please specify): \_\_\_\_\_

If you are not a California resident, please provide state or country of residence: \_\_\_\_\_

#	ROOM #	BLDG (ETCH OR HESSE)	KEY #	SERIAL # (ALPHANUMERIC)
1				
2				
3				
4				
5				
6				
7				

Requester's Signature & Date

Dept. Key Access Controller's Authorized Signature & Date