

COLLEGE of CHARLESTON

Hispanic Studies Key Issue and Return Form

Key(s) to be issued to (PRINT NAME): _____

The key(s) issued to me is/are the property of the College of Charleston's Hispanic Studies Department and must be returned to the Hispanic Studies Department Chair immediately if/when: 1) I am no longer employed by the College of Charleston; 2) I am transferred to another department; 3) I am no longer authorized to use the space corresponding to the key issued to me (i.e., change of office); and/or 4) I no longer need the key(s). In the event of loss or theft of the key(s) issued to me, I will notify the Hispanic Studies Chair immediately. In the event of key loss or theft, I may be required to reimburse the department for the related costs (e.g., key replacement, rekeying of doors, lock replacements, etc.). Also, the key(s) issued to me may NOT be duplicated.

I have read, understand and accept the terms outlined above, and I accept full responsibility for the key(s) issued to me.

Key(s) to be issued to (signature): _____ Date: _____

I hereby authorize issuing the key(s) specified below to the above-named person:

Department Chair: ___Laura Moses or Mark Del Mastro___

Department Chair (signature): _____ Date: _____

No keys may be issued without the Department Chair's approval and signature.

Key(s) issued, with initials of recipient

Key # engraved _____	Building & room _____	Date issued: _____	Initials: _____
Key # engraved _____	Building & room _____	Date issued: _____	Initials: _____
Key # engraved _____	Building & room _____	Date issued: _____	Initials: _____
Key # engraved _____	Building & room _____	Date issued: _____	Initials: _____
Key # engraved _____	Building & room _____	Date issued: _____	Initials: _____
Key # engraved _____	Building & room _____	Date issued: _____	Initials: _____

Key(s) returned, with initials of HISP administrator

Key # engraved _____	Building & room _____	Date returned: _____	Initials: _____
Key # engraved _____	Building & room _____	Date returned: _____	Initials: _____
Key # engraved _____	Building & room _____	Date returned: _____	Initials: _____
Key # engraved _____	Building & room _____	Date returned: _____	Initials: _____
Key # engraved _____	Building & room _____	Date returned: _____	Initials: _____
Key # engraved _____	Building & room _____	Date returned: _____	Initials: _____