CARDKEY APPLICATION

CARD # ____________  First 6 digits on bottom right hand corner on back of Cal ID

Last Name, First ___________________  Bldg: Etcheverry and/or Hesse
Access (Room #s) Requested: ____________, ____________, ____________, ____________, ____________, ____________, ____________, ____________
E-mail Address: ___________________  Work Phone: ___________________

☐ Faculty (No fee)  ☐ Staff (No fee)
☐ Graduate  ☐ Undergrad  Cal ID #: ___________________
☐ Other (PostDoc, VS, VSR, VIF)  Access Expiration Date: ____________
Authorization Signature and Date: ____________________________________________
Authorizing Name and Title (Print) ____________________________________________

AGREEMENT
Access to Rm 5140 EH (Coffee Room) is RESTRICTED to ME Faculty, ME Staff, ME PostDocs & ME Visiting Scholars

I understand and agree that the cardkey issued upon approval of this request is the property of the Regents of the University of California and

a) that the cardkey will be returned upon request or at the time of separation from UC employment

b) that I will report its loss or theft to the University Police Department and to the issuing department as soon as such loss or theft is noted, and

c) that the cardkey is issued for my exclusive use and may not be duplicated, loaned or used to allow any unauthorized person into a controlled area.

I further understand and agree that my full cooperation will be expected during any investigation concerning a security matter which might have occurred in a controlled facility during a time when my presence in the facility has been recorded by the system.

Abuse of the cardkey privilege and/or non-compliance with this agreement is a violation of Penal code 469, and may result in the revocation of cardkey use and/or disciplinary or criminal action.

$5 Non-refundable fee PER SEMESTER and PER BUILDING required for after hours building access. Please make check or money order payable to UC Regents (Sorry, NO Cash or Credit Card accepted)

Cardholder’s Signature  Date

$5 FEE per semester:  ☐ Paid by Cardholder  ☐ Paid by Issuing Dept.  ☐ Charge to Account #

☐ CHARGE TO COA: ____________________________  JOURNAL: ____________  J/L DATE: ____________
☐ CHECK OR MONEY ORDER # ____________________________  RECEIVED BY: ____________________________