

# SPORTS FACILITIES KEY ISSUE AUTHORIZATION

Issued To: \_\_\_\_\_  
Print (Last name, First name) Signature

Email Address \_\_\_\_\_ UCID # \_\_\_\_\_  
Cell Phone (\_\_\_\_\_) \_\_\_\_\_ (UCSD Employee # or UCSD Student ID #)  
Office Ext. (\_\_\_\_\_) \_\_\_\_\_

Please Check Unit:

ICA \_\_\_\_\_ REC \_\_\_\_\_ POOL \_\_\_\_\_ SFO \_\_\_\_\_

Reports to:

Other:

Job Title:

\_\_\_\_\_ Student Start Job: \_\_\_\_\_ Job Ending Date: \_\_\_\_\_  
\_\_\_\_\_ Temporary Staff Start Job: \_\_\_\_\_ Job Ending Date: \_\_\_\_\_  
\_\_\_\_\_ Staff Start Job: \_\_\_\_\_ Job Ending Date: \_\_\_\_\_  
\_\_\_\_\_ Other Start Job: \_\_\_\_\_ Job Ending Date: \_\_\_\_\_

Dates keys are to be returned other than ending date: \_\_\_\_\_

## APPROVAL SIGNATURES:

Unit Head: \_\_\_\_\_, Ext: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Supervisor: \_\_\_\_\_, Ext: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTICE TO ISSUANCE:

- 1) Under no circumstance are the keys that are issued to you to be loaned or passed on to anyone else.
- 2) A deposit payment is required at the time keys are issued.
- 3) \$20 deposit for each 3 keys issued, every 4th key issued an additional \$20 deposit is required.
- 4) The deposit will be returned after all keys that were issued are returned.
- 5) In the event of any loss, the full deposit will be forfeited.

Approval By: \_\_\_\_\_ Date: \_\_\_\_\_  
Richard Mylin, Sports Facilities Director

Approval By: \_\_\_\_\_ Date: \_\_\_\_\_  
Zelda McLeish, Sports Facilities Assistant Director

Please use back of this form for keys needed →

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