Student Account Authorization Form / Key Receipt

I authorize Pacific University to charge my student account and use financial aid funds which may include IV loans, grants, scholarships, or other institutional, federal, or state funds to pay any non-standard charges assessed to my student account.

I understand University keys issued through Facilities Management are to be returned on or before the date indicated by my supervisor. Failure to do so will result in a $50.00, $100.00, $200.00 or $500.00 fee per key, depending on the type and operation of the key. This applies to past due, lost or stolen keys originally issued to me.

Student Name __________________________________________

ID # __________________ Issue Date _______________________

Student Signature _____________________________________

You have been issued the following key(s):

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

# __________ Bldg ________ Room _________ Cost_________

Authorized by: _________________________________________

Dept. _________________________________________________

Date of Return: ________________________________________