



Pacific University  
Facilities Management

**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 \_\_\_\_\_

Authorized by: \_\_\_\_\_

Dept. \_\_\_\_\_

Date of Return: \_\_\_\_\_