

Routing slip on the issuing of keys (in duplicate)

1. Key Request

Request by (Mr/Ms) _____

for the period from _____ to _____ of employment at Prof. Dr. _____

the following key No. _____ .

By my signature, I acknowledge that I have received, read and agree to the "Key Issue Policy at Faculty of Maths".

Date, signature, key recipient

Date, signature of chair representative

2. Paying the key deposit/Issuing of the key

a) Cashier's Office - Academic Administration Division IV/1 (Room 1.24 Administration building)

I herewith confirm that we debited EUR 30 from the Mensacard for the key deposit:

Date, signature of cashier

b) Key Issue - Academic Administration Division V/4 (Room 0.03 Administration building)

Key received:

Date, signature of key recipient

c) Return of the routing slip to the chair by the key recipient

3. Return of the key

a) At Key Issue Services - Academic Administration Division V/4 (Room 0.03 Administration building)

I herewith confirm that the key No. _____ has been returned to Key Issue Services.

Date, signature - Key Issue Services

b) At the Cashier's Office - Academic Administration Division IV/1 (Room 1.24 Administration building)

I herewith confirm that the Mensacard has been credited with EUR 30 for the reimbursement of the key deposit by the Cashier's Office.

Date, signature of cashier

c) Return of the routing slip by the Cashier's Office - Academic Administration Division IV/1 to faculty.