

COLLEGE *of* CHARLESTON

INTERNATIONAL AND INTERCULTURAL STUDIES

Key Issue and Return Form

Key(s) to be issued to (print name): _____

E-mail address: _____ Phone: _____

The key(s) issued to me is/are the property of the College of Charleston's International & Intercultural Studies program and must be returned to the International & Intercultural Studies Administrative Assistant immediately if/when: 1) I am no longer employed by the College of Charleston; 2) I am transferred to another department; 3) I am no longer authorized to use the space corresponding to the key issued to me (i.e., change of office); and/or 4) I no longer need the key(s). In the event of loss or theft of the key(s) issued to me, I will notify the appropriate International & Intercultural Studies Chair immediately. In the event of key loss or theft, I may be required to reimburse the department for the related costs (e.g., key replacement, rekeying of doors, lock replacements, etc.). Also, the key(s) issued to me may NOT be duplicated.

I have read, understand and accept the terms outlined above, and I accept full responsibility for the key(s) issued to me.

Key(s) issued

Key number (engraved on key) _____	Building and room # _____
Key number (engraved on key) _____	Building and room # _____
Key number (engraved on key) _____	Building and room # _____
Key number (engraved on key) _____	Building and room # _____

Date issued: _____ Keyholder signature: _____

Keyholder (print name): _____

Key(s) returned

Key number (engraved on key) _____	Building and room # _____
Key number (engraved on key) _____	Building and room # _____
Key number (engraved on key) _____	Building and room # _____
Key number (engraved on key) _____	Building and room # _____

Date returned: _____ IIST administrator signature: _____

IIST administrator (print name): Lauren Saulino