CBME KEY REQUEST

STUDENTS & POSTDOCS

DATE _____

NAME _____ EMAIL _____

OFFICE LOCATION _____ PHONE _____

PI _____

☐ SWIPE CARD ACCESS

Normal access hours for the exterior doors are M-Sat 7:00am to 7:30pm

ROOM NUMBER	REQUESTED ACCESS TIMES

Banner ID Number _____

Last 8 digits of your Lobo ID (this is not your Banner ID) _____

PI APPROVAL (REQUIRED) _____

SIGNATURE DATE

☐ OFFICE/LAB KEYS

ROOM NUMBER	NAME	KEY NUMBER(S)	PI APPROVAL (INITIAL)

You will be issued a green Key Authorization Card by CBME for each of the keys requested above.

- Take this card to the UNM Lock Shop, located at 1818 Camino del Servicio (behind of the Credit Union building on north campus, access from Yale),
- The Lock Shop has its own entrance and lobby in the Northeast corner of building 204
- Hours are 8:00am to 5:00pm, Monday through Thursday **(closed on Fridays).**
- In the event of a lost or stolen key, the Lock Shop will hold you responsible (not CBME). There is a $10 fee for each missing key.

☐ DRAWER/BENCH KEYS

ROOM NUMBER	NAME	KEY NUMBER(S)	PI APPROVAL

You will be issued the keys requested above by CBME.

- There is a one-time $25 deposit required per person, not per key
- Please pay your deposit at the Cashier's desk in Mesa Vista Hall to index **986028-L3J1**
- Bring your original receipt to CBME and your keys will be issued
- Your deposit will be returned to you when you return *all* drawer/bench keys to CBME

CBME Use Only

Notes _____

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