Georgia Institute of **Tech**nology

ES&T Key Authorization Form
PLEASE PRINT LEGIBLY

First Name _____ **Last Name** _____

Email _____ **Phone** _____ **Department** _____

BuzzCard Number _____ **Position/Title** _____

Faculty Advisor or Lab Manager Signature _____

Print Name _____

Key(s) Needed _____ / _____ / _____

$25.00 DEPOSIT REQUIRED

A one time deposit fee of $25.00 is required. No one may get multiple keys for his/her office or lab space.
Checks should be made payable to Georgia Tech ES&T Building. The deposit will be refunded after the key(s)
are returned. Deposits and refunds must be made at the Bursar's Office.

PLEASE DO NOT WRITE BELOW THIS LINE
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Room	Key Code	Date	Return Date

Deposit paid: $25.00

Date: _____ / _____ / _____

Elevator Access to Roof: Yes   No