

How to print a returned key receipt

Fill in the appropriate information in the database (i.e. "date returned" and the "returned" check box).

When you are ready to generate the report click on the "Print Returned Key Report" button.

BIOSCI FACILITIES KEY ISSUANCE DATA

Last Name: First Name: Employee / Student Number: Department:

Address: Home Phone:

City: State: CA ZIP: Office Phone:

☐ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate ☐ Keycard \$10.00 ☐ Signature on File

Key Issuance Record: Search and Troubleshoot the Database | Reports | Deposit Information

Location	Key Serial #	Date Issued	Date Returned	Deposit	Keycard #	Notes	Returned	Deposit Returned	Amount Returned	Deposit F
aaa sample	222	2/18/2005	2/22/2002	\$0.00		a/c	☐		\$0.00	
aaa sample	2222	2/22/2002	2/3/2002	\$0.00			☐		\$0.00	
aaa sample	22222	2/24/2005	2/22/2002	\$0.00			☐		\$0.00	

Record: 14 of 3

Click "*" next to location for Hook and Key Numbers

UCID: Total Deposits for Contact:

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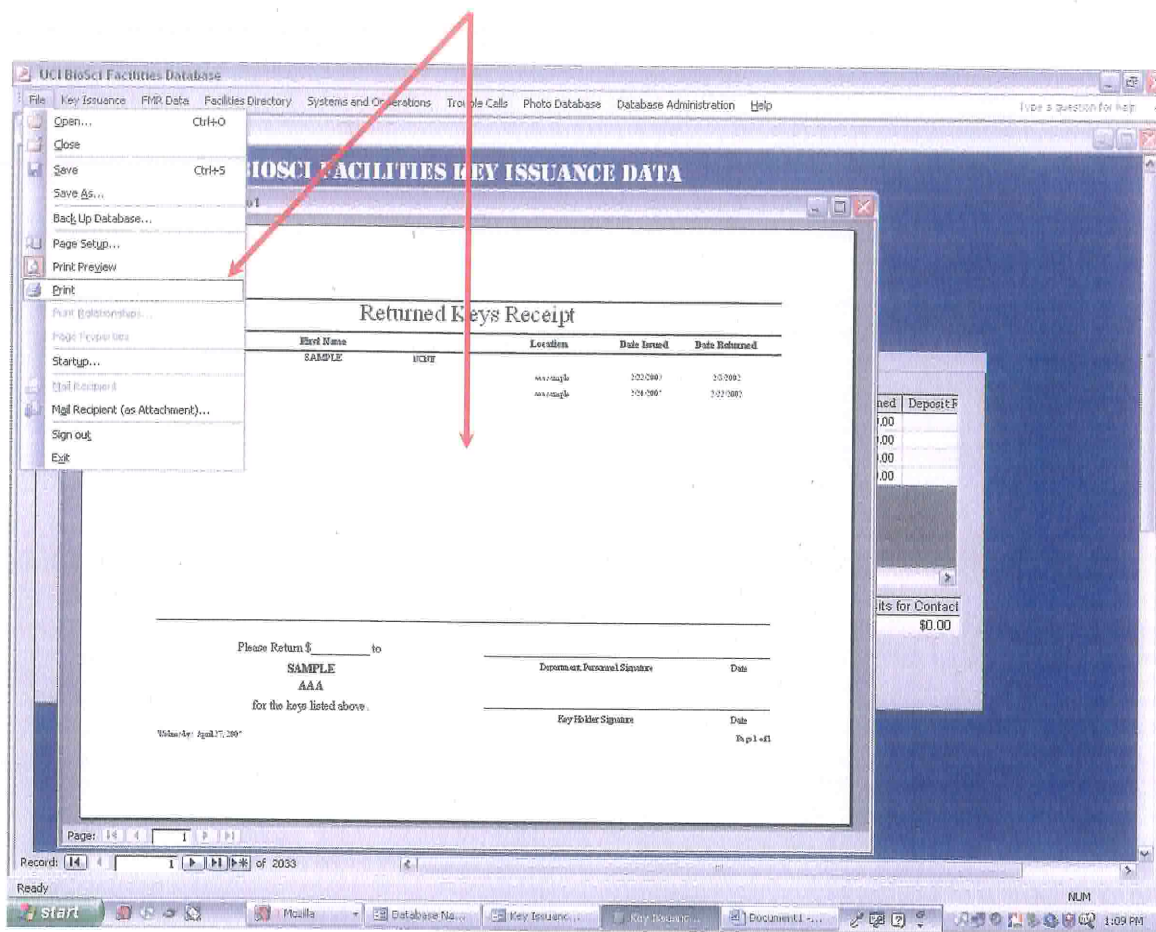
Enter Parameter Value

Last Name:

Enter the Last and First name of the individual to generate the report.

Please note – you have to have already updated the key issuance file with the returned keys for them to display on the report.

The report will be displayed and can be printed from the file menu.



Note the amount of deposits that are to be returned on the printed form and collect the proper signatures.

Refunds

Office of the Dean issues refunds for Eco/Evo and Neurobiology. Returned receipts and refunds for Dev&Cell and MB&B must be issued by the individual department.

Office of the Dean will also issue refunds for *all* four departments (Eco/Evo, Dev&Cell, Neurobiology, MB&B) if deposit was made **after 4/2005 and before 6/2007**. Send person to Michael Soo-Hoo (Finance) for refunds (please call Michael, x7398) before sending person over to collect refund).

SAMPLE

Returned Keys Receipt

Last Name	First Name	Location	Key Serial #:	Date Issued	Date Returned
TSENG	WEN-FENG	34261390			
		BSIII EXT.	16	4/7/2008	6/10/2008
		BSIII3300	34	4/7/2008	6/10/2008
		GH BLDG	AR9342	9/27/2006	6/10/2008
		GH09	10	9/27/2006	6/10/2008
		GH111	AX8029	9/27/2006	6/10/2008
		GH14-15	AW6029	8/16/2007	6/10/2008
		SH EXT. DOOR	AN3920	8/16/2007	6/10/2008
		SH380	AW5963	8/16/2007	6/10/2008

Please Return \$ 0 to

WEN-FENG
TSENG

for the keys listed above.

John Smith 7/4/09
Department Personnel Signature Date

Key Holder Signature Date