



# MSPS Key Hire form

- All students, Research Assistants and Visitors are required to pay a refundable \$30 cash deposit for key hire. The deposit will be returned by direct bank deposit upon return of all keys. Staff members (other than Research Assistants) are not required to pay a deposit.
- The hire of keys for Research Labs is subject to supervisor authorisation.
- Enquiries regarding key hire can be made to Psychology Enquiries: [enquiries@psych.unimelb.edu.au](mailto:enquiries@psych.unimelb.edu.au) or 12<sup>th</sup> floor, Redmond Barry building.

## PERSONAL DETAILS

Last Name:	First Name:
Staff/Student ID number:	

## APPLICATION TYPE

<input type="checkbox"/> Fourth Year student	<input type="checkbox"/> Research Assistant
<input type="checkbox"/> Postgraduate Student	<input type="checkbox"/> Visitor
	<input type="checkbox"/> Staff (no deposit required)

## AUTHORISATION

Supervisor/Staff/Visitor name (PRINT):
Supervisor/Staff/Visitor signature:

## KEY DETAILS

Room/Lab	Key number	Date issued	Date returned	Write off
		/ /	/ /	
		/ /	/ /	
		/ /	/ /	
		/ /	/ /	
		/ /	/ /	
		/ /	/ /	

## OFFICE USE ONLY

Receipt number:	F14 Request for Refund lodged: <input type="checkbox"/>
Date paid: / /	F14 date submitted: / /
Received by:	