



Receipt for Key

Name: _____ Surname: _____

Address: _____ City: _____

E-mail: _____

Affiliation:

Employee at Department of Computer Science

Office number: _____

Guest at Department of Computer Science

Visitor at: _____ Visitor to: _____

Office number: _____

Key:

Key type: _____ Key no.: _____

Key handed out on: _____ Key return on: _____

Key deposit DKK: _____

Rules to apply:

I hereby acknowledge the key-receipt for the Department of Computer Science, Aarhus University and I undertake to act according to the following rules:

1. To report missing and stolen keys to the informationsoffice at once
2. Not to lend out my key to others
3. To clean out the office when leaving the department
4. To return the key at the end of the guest period or when you leave the department

Date and signature
Employee/Guest

Date and signature
Department