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.

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.)
# Returned Keys Receipt

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Location</th>
<th>Key Serial #</th>
<th>Date Issued</th>
<th>Date Returned</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSENG</td>
<td>WEN-FENG</td>
<td>34261390</td>
<td>BSIII EXT.</td>
<td>16</td>
<td>4/7/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BSIII300</td>
<td>34</td>
<td>4/7/2008</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SH EXT. DOOR</td>
<td>AN3920</td>
<td>8/16/2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SH380</td>
<td>AW5963</td>
<td>8/16/2007</td>
</tr>
</tbody>
</table>

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Please Return $0 to  
WEN-FENG  
TSENG  
for the keys listed above.

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John Smith  
Department Personnel Signature  
7/4/09  
Date

Key Holder Signature  
Date

Tuesday, June 10, 2008  
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