# Request for Reimbursement of Key Deposits

**All deposits will be reimbursed (via MyCampus if appropriate) on return of fob keys/keys. Please return this form to keys@chem.gla.ac.uk for processing.**

**Please Print Clearly: illegible forms will not be processed**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Staff or Student Number:** |  | |
| **Status:** | **Please tick the relevant option:**  **Staff ⬜ Staff are requested to complete the destination information overleaf.**  **Postgraduate Student ⬜**  **\*Visitor ⬜**  **\*Other ⬜ please specify** | |
| **Fob Access Front Door Security £20**  **Keys/Lab Fobs Issued £10 each** | **Fob Access Front Door: ………………………**  **Other Area/s(Labs etc): ……………………….**  **Total Deposit: £** | |
| **Return Date:** |  | |
|  |  | |
| **Keys accepted By:** |  | Date |
| **Reimbursement approved by:** |  | Date |
| **MyCampus processed by:** |  | Date |

I accept that reimbursement will be made to me in the next 3 working days via MyCampus

 I have received reimbursement in cash

Signed ……………………………………………………… Date …………………………

**DESTINATION INFORMATION**

**For completion by Staff only**

In order to develop recruitment and retention policies, we would be grateful if you could provide some information about your future career. This information will not be used to identify you.

I do not wish to provide this information

1) My main reason for leaving the University is (please circle):

A Promotion/Advancement

B Flexible working

C End of contract/Redundancy

D Retirement

E Miscellaneous

F Other (please specify)…………………………………………………

1. If you wish, please expand on 1 above:

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1. If you are moving to another job, which organisation will you be working for and what will your job new involve?

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1. What is more attractive about your new role?

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