



TRANSFER KEY/TRANSPONDER/AUTHORISATION CARD

Mr./Ms. takes over as of
.....
(Date)

from the organisational unit
.....

.... Pcs. Key No.

.... Pcs. Transponder No.

.... Pcs. Authorisation Card No.

Passing on to third parties is not permitted.

Disregard of this regulation will result in the immediate withdrawal of the key/transponder/authorisation card.

A defect or loss must be reported immediately to the organisational unit which issued the key/transponder/authorisation card.

Attention is drawn to careful handling

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Signature of the staff member

.....

Name in block letters

.....

For the organisational unit

.....

Name in block letters

The completed and signed form must be submitted to the Department of Buildings, Technology and Procurement



Montan University of Leoben
Department of Buildings, Engineering and Procurement
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