



MEMORANDUM

TO: Associate Vice President Physical Plant

FROM: James Smith, Chair, Department of Endocrinology

SUBJECT: **Departmental Key Assignments**

DATE: (when requested)

As required by the University's Key Control Policy, we have verified the following key assignments for this Department:

<u>Name and Title</u>	<u>Key No.</u>	<u>Building and Room</u>
James Smith, Chair	122445	Health Dept. – Master
“ “ “	482	Health – Entrance
Robert Jones, Asst. Prof.	235667	Health – 238
John Doe, Asso. Prof.	214566	Health – 239
Gail Ayres, Inst.	2145567	Health – 241
Jane Doe, Secretary	122387	Health – 230

If the above listing does not agree with your records, please let me know.