

Instructions for Returning Keys

- The Key Desk is located at 1405 N Ring Rd.
 - o Open M-F 6am-2:30pm except for University closures.
 - o After hours Key Desk Dropbox* located under the stairs on the right side across from the elevator on the ground floor.
- You are encouraged to return your own key to the Key Desk. If you are unable to return your key either during open hours or by utilizing their dropbox, please email ame-key_request@ame.arizona.edu to make alternative arrangements.
- If you'd like a physical receipt for your personal records, an active physical, photocopy, or digital Cat Card is required. Otherwise, receipts can be emailed to your University of Arizona email address instead. Please allow until the next business day for emailed receipts.
- *Using the dropbox: Keys must be placed in a sealed envelope with keyholder name. Please allow until the next business day for emailed receipts.