



association of university and college employees

February 4, 1982

Audrey Harvey
Employee Relations

Dear Audrey,

This is to confirm that key request forms will be required for Pat House and for Irene McIntyre. This is on the understanding that, when the forms are ready, Marcel Dionne and myself will turn in our keys to the Key Desk in the Physical Plant building while, at the same time, Pat House and Irene McIntyre are presenting their key request forms to the Key Desk Clerk.

It would be greatly appreciated if you could phone Pat House in the Union Office (224-2308) when the forms are ready to be picked up. At that time, arrangements will be made with Irene McIntyre, Marcel Dionne, myself and Pat House to meet at the Key Desk to exchange ownership of the keys.

Sincerely,

A handwritten signature in cursive script that reads "Wendy G. Lymer".

Wendy G. Lymer,
Membership Secretary,
AUCE Local One