

FACILITES SERVICES – ROOM 4800

KEY REQUEST FORM

FEES

1. \$10.00 deposit is required for *STUDENTS*
2. \$5.00 replacement fee is required for each *LOST* or *STOLEN* key
3. All fees must be paid to the *CASHIER* prior to issuing keys.

Please ✓ one: STAFF FACULTY AUX ADMINISTRATOR

DATE: _____

EMPLOYEE ID NO.: _____

EMPLOYEE NAME: _____

DEPARTMENT: _____

PHONE LOCAL: _____

KEYS REQUIRED

KEYS RETURNED

ROOM NO.	KEY NO.	ROOM NO.	KEY NO.

AUTHORIZED SIGNATURE: _____