KEY REQUEST FORM
Willard Hall – Department of Art
(This form is a Department of Art Form only. RETURN to Willard 111, Art Office for processing. Key Control will not process this form.)

* Your key will be ready to pick up in approximately 2-3 days at 134 Dykstra Hall.

NAME: ____________________________________________
  Last                   First                   MI

WID: ____________________________________________

eID: ____________________________________________

Room #: ___________________________  Room #: ___________________________
Room #: ___________________________  Room #: ___________________________

__________________________________________  ___________________________
Signature of Approving Professor               Date

__________________________________________
Approving Professor (Print Name)

*Office Use Only

Comments: __________________________________________
________________________________________

Key(s) Return:

__________________________________________  ___________________________
Authorized Signature (Head/Admin. Assist./Accountant)               Date