

**DIVISION OF FACILITIES
KEY CONTROL AND DISTRIBUTION
LOST KEY AUTHORIZATION FORM
(Department of Art)**

Refer to POLICY AND PROCEDURES MANUAL, Chapter 7820, Key Control and Distribution
Please complete the appropriate section(s) and return the form to Key Control and Distribution, 134 Dykstra Hall.

***Cost/Key: 10.00 + tax (8.95%)**

****Exact Change or Check are the ONLY acceptable payment methods.**

(Example: 1 Key (\$10.00 + tax = \$10.90))

NAME: _____ EID: _____

DEPARTMENT: _____

BUILDING: _____ ROOM NUMBER(S): _____

LOST KEY NUMBER(S): _____

Student's Signature: _____ DATE: _____

SIGNATURE

Student Name (Printed): _____

**Please lift hold when payment is received with this
form!**

**Please communicate with Art Office that student has
fulfilled the above requirements. Thanks!**