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!