

STUDENT

INTERIOR DOOR KEY/CHIP REQUEST FORM

PRINT NAME: _____ G #: _____

DEPARTMENT: _____ DEPARTMENT PHONE: # _____

New ___ Renewal ___ Is the student due to graduate this semester? _____

Graduate/Teaching Assistant _____

Interior Door Key/Chip: Students requesting keys/chips for academic (**NO EXTERIOR DOORS ARE ALLOWED FOR STUDENTS**) areas must have the approval of the appropriate Department Chairperson and Academic Dean or Director. Student key/chip requests will be on a semester basis **ONLY**. **Students must return the key/chip by the last day of finals for each the semester.** Failure to do so will result in a key office hold being placed on the student's transcripts, registration and grades. A fee of \$10 shall be charged for each lost key/chip. If a lost key/chip results in increased costs to replace or rekey any lock(s), the additional cost will added to the fee. Fees must be paid at the Business Office (Eder Hall 104). A paid receipt and a new completed key/chip request form must be presented to the Key Distribution Office (Poplewell Hall 103) before a new key/chip will be issued.

Building _____

Room Numbers:

_____ 0 Individual Office: 0 Office Suite 0 Classroom 0 Lab 0 Other _____

_____ 0 Individual Office: 0 Office Suite 0 Classroom 0 Lab 0 Other _____

_____ 0 Individual Office: 0 Office Suite 0 Classroom 0 Lab 0 Other _____

_____ 0 Individual Office: 0 Office Suite 0 Classroom 0 Lab 0 Other _____

AUTHORIZATIONS:

Dean or Director

Date:

Department Chairperson

Date:

NOTE: All Authorization spaces must be completed before request will be processed.

Key distribution office use only:

Chip # Issued: _____ User Group: _____

Student Must Return Keys/Chip or Submit New Request Forms by date: _____

Notes: