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 (Popplewell 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:

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