INTERIOR DOOR KEY/CHIP REQUEST FORM

☐ Adjunct  ☐ Faculty  ☐ Moa  ☐ Staff

Print Name ___________________________________________ G#_______________________

Department & Phone #_________________________________ Date_____________________

Email ________________________________________________ @missouriwestern.edu

*Upon last day of employment with MWSU, keys/chip must be returned to Key Dist. Office*

Interior Door Key/Chip (Suites, Classrooms, and Labs): Individuals eligible for interior door access include full or part time faculty and staff. Requests must be issued on proper request form and approved by the Department Chairperson or Director. A fee of $10 shall be charged for a lost key/chip. If a lost key/chip results in increased costs to replace or re-key the lock(s), additional cost may apply. Fees must be paid before a new key/chip will be issued and/or rehire is approved.

Building: _________________________ Remove any access? _____________________

Room Numbers:
_____ 0 Individual Office: 0 Office Suite 0 Classroom 0 Lab 0 Other _______
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AUTHORIZATIONS:

______________________________________  __________________________
Department Chairperson  Date

______________________________________  __________________________
Dean or Director  Date

Office use only:

Chip # Issued: _________________________ User Group: _________________________

I received keys stated above:  Signature______________________________ Date___________

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