STUDENT INTERIOR DOOR KEY/CHIP REQUEST FORM

Print Name________________________________________________G# ______________________

Department & Phone # _____________________________________ Date______________________

New____ Renewal____ Email ________________________________ @missouriwestern.edu

*To avoid a hold on your account, Keys/Chip must be returned to the Key Distribution Office*

Interior Door Key/Chip: Students requesting keys/chip for academic 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. (Exterior door access is not allowed for students) Keys/chip must be returned to the Key Distribution Office by the last day of finals each 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 be 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

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

AUTHORIZATIONS:

__________________________________________                                                        ___________
Department Chairperson                                                                                      Date

__________________________________________                                                        ___________
Dean or Director                                                                                      Date

Chip Issued: _________________________             User Group: _____________________________

I received keys stated above;       Signature _________________________________________Date__________

Office use only:

Office use only: