

Please contact the Key Control and Distribution Specialist at 109 Dykstra Hall, 532-1710, to get Key Request Cards.

KSU I.D. REQUIRED TO PICK UP KEY(S)
Key card must be legibly and **completely** filled out to be accepted.

KSU KEY REQUEST

DEPARTMENT'S FILE COPY KEY # _____
Name _____
Last First MI
Department _____
Requests key to _____
BUILDING Room Number (outside door, etc.)

Issued By _____ Date _____ Returned _____ Date _____

KEY RECORD'S COPY HOOK # _____
PLEASE PRINT KEY # _____
Name _____
Last First MI Wildcat ID number
Department _____

Requests key to _____
BUILDING Room Number (outside door, etc.)

I understand the rules for carrying and using KSU keys as printed on the back of this card.

Signature of Individual Requesting Key

Approved: 1. _____
Department Head or other authorized signature

For Building Masters 2. _____
Assoc. Vice President, Facilities

Issued By _____ Date _____ Returned _____ Date _____

KSU KEY REQUEST

KEY RECIPIENT'S COPY
Name _____
Last First MI
Department _____
Requests key to _____
BUILDING Room Number (outside door, etc.)

KSU I.D. REQUIRED TO PICK UP KEY(S)
Key Office - 109 Dykstra Hall