

Key Order Form

Forward to Facilities Management – Fax 6484

Department _____

Location - Building _____

Please issue the following key/s to

Name _____
 Please print clearly

Staff ID NO _____
 Keys cannot be processed without ID No

Student ID No _____
 Keys cannot be processed without ID No

Authorised by _____

Date _____

Room No

Room Description (ie Lab, Office)

This is a request for replacement key because my key has been Broken/Lost ?
 Delete One

A refundable deposit of \$30.00 per key is payable on all keys ordered for students. There will also be a payment of \$30.00 per key for ALL lost keys. This must be paid to the Cashier at Registry before collection.

Keys can be collected from Security Office.

Every effort will be made to have keys available 24 hours after submission of the key offer to Facilities Management.