

LOCK CHANGE REQUEST/KEY REPLACEMENT REQUEST

CHECK ONE:

- **LOCK CHANGE REQUEST.** I understand that there will be a \$25.00 charge for each setting changed (*new keys are included in this charge*).

Lock change costs that are caused by lost or stolen keys are the personal responsibility of the individual. The fee is \$25.00 per setting plus \$5.00 for each key replacement.

- **KEY REPLACEMENT FOR LOST/STOLEN KEYS ONLY.** *A lock change is not needed.* Please give _____(name) key replacement(s) for the following building(s)/room(s). (Send individual to DC 106 with a completed key card along with this form.) A \$5.00 fee will be assessed for each key replaced.

BUILDING	ROOM	REASON FOR LOCK CHANGE OR KEY REPLACEMENT	COST \$25.00/setting \$5.00/key replace.	DEPT. CODE OR INDIVIDUAL'S NAME
TOTAL				

FORM OF PAYMENT

JOURNAL TRANSFER FROM ACCOUNT NUMBER: _____ **AMOUNT:** \$ _____

OTHER AMOUNT TO BE PAID AT DC 106: \$ _____

Please make checks payable to Buffalo State College **TOTAL:** \$ _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____
(Required) (Vice President, Director, or Dean, or Chair)

Distribution: Original to Customer Service Center DC 106, x6111; Copy to Department/Requestor

FOR CAMPUS SERVICES USE

WORK ORDER # _____ NEW SETTING(S) _____

OTHER AMOUNT PAID TO CUSTOMER SERVICE: _____

Received from: _____ Check # _____ Cash _____

PROCESSED BY: _____ DATE: _____

JOURNAL TRANSFER TO ACCOUNT # 900660

Distribution: Original to Accounting, GC 414; Copy to DC 106 file