UW-STOUT
KEY REQUEST FORM

DATE:_____ KEY CONTROL
NUMBER:_____

(For Key Control Use Only)

This key request must be completed for all University building keys and submitted to the Key Control Center, Room 103, General Services Building (Ex. 2200). You will be notified when your keys are ready to be picked up.

KEY(S) REQUESTED FOR:

NAME:_____
DEPARTMENT:_____
CAMPUS I.D. #_____
CAMPUS ADDRESS:_____ POSITION: Faculty:_____ Student:_____
CAMPUS PHONE:_____ Acad Staff:_____ Contractor:_____
PERMANENT ADDRESS:_____ Classified:_____ LTE:_____
_____ Other:_____
(PLEASE CHECK ONE OF THE ABOVE)

WISCONSIN ADMINISTRATIVE CODE SECTION UW 18.06 (12) reads as follows:

"Keys: (A) No person may duplicate a University key or request the unauthorized duplication of a University key; (B) No person may transfer any University key from an individual entrusted with its possessions to an unauthorized person, or be in unauthorized possession of a university key; (C) Keys in the possession of unauthorized persons may be confiscated.

Also, penalties for violation of the above section are a maximum of a $500 fine or 90 days in jail or both.

KEYS REQUESTED		
BUILDING NAME	AREA/ROOM NUMBER/DESCRIPTION	KEY NUMBER/LOCATION (FOR KEY CONTROL USE ONLY)

When departing from the university, all keys must be returned to the Key Control Center before leaving. If keys are lost or not returned, there is a fee charged to the department. There will be additional charges for any rekeying needs (see UW-Stout Administrative Procedure 10).

KEY AUTHORIZATION:

_____ _____ _____
DEPARTMENT SUPERVISOR DEPARTMENT CONTACT PERSON EXTENSION

_____ _____ _____
BUILDING SUPERVISOR DATE EXTENSION