

The King's College

Key Replacement Request

Requestor

Name:

Building/Room Number:

Date Requested:

Keys Lost: (Check all that apply)

Building Front Door Key (Clark Street only)

Apartment Key

Mailbox Key

Backdoor Pass (Herald Towers only)

Amount: \$25 per key, \$20 per card

\$ _____

Check Number (if applicable): _____

Approvals:

Student Requestor:

Residence Life Staff:

Accounting:

Directions:

--Key replacement requests must be submitted to the Bursar (Fanny Perez) on the 15th Floor along with payment for each requested key.

--The Bursar will enter the charge in CAMS, collect the payment, and provide a receipt.

--The student brings the receipt to the Office of Student Life.

--A Resident Director orders the key replacement and contacts the student when ready for pick-up.