

**Lakehead University  
Security Services Key Work Order Request**

<b>Date:</b>	<b>Department:</b>
<b>Approved By:</b>	<b>Ext #:</b>
<b>Requested By: C</b>	<b>Contact Ext #:</b>
<b>Category: Locksmith</b>	<b>Cost Code:</b>
<b>Building:</b>	<b>Room:</b>
<b>Student name and number: Note \$10.00 service charge and \$10.00 deposit to be paid on all student keys on pick up.</b>	
<b>Employee/Faculty/Grad Student - Name and number.</b>	
<b>S/O Receiving:</b>	<b>S/O Issuing:</b>
<b>Date Received:</b>	<b>Date Issued:</b>