

WESTERN MICHIGAN UNIVERSITY KEY/CORE REQUEST Fax #: (269) 387-2721				PUBLIC SAFETY LOCK SHOP				
Department		Requestor	Date of Request		Total No. of Keys Req'd (\$6 each)			
Building		Location of Work			Total No. of Cores Req'd (\$30 each)			
Phone Number of Requestor								
Description of Request								
	WIN #	Name	Key Req'd	Room	Office Use Only			
1					<i>Materials Used</i>			
2								
3								
4								
5								
6								
7								
Fund and Cost Center		Authorized Signature		Core Used		# of keys	Cores	Total Cost
Checked By		Completed By		Date		Keys Used		