



**Lakehead**  
UNIVERSITY

**SECURITY SERVICES  
KEY REQUEST WORK ORDER REQUEST**

<b>DEPARTMENT:</b>		<b>DATE:</b>
<b>REQUESTED BY:</b>	<b>EXT#:</b>	<b>EMAIL:</b>
<b>APPROVED BY:</b>	<b>EXT#:</b>	<b>EMAIL:</b>
<b>CATEGORY:</b>	<b>COST CODE:</b>	
<b>BUILDING:</b>	<b>ROOM:</b>	
<b>STUDENT NAME &amp; NUMBER:</b> *Please note a \$20 deposit must be paid on all student keys on pickup		
<b>EMPLOYEE   FACULTY   GRAD STUDENT, NAME &amp; NUMBER:</b>		
<b>S O RECEIVING:</b>	<b>S O ISSUING:</b>	
<b>DATE RECEIVED:</b>	<b>DATE ISSUED:</b>	