

**Key Request Form**  
 UI Student Union / Idaho Commons  
**ALL FIELDS MUST BE COMPLETED \*\* PLEASE PRINT \*\***

1) Please check one:     Permanent Staff     Student Staff     Temporary Staff

2) Department: \_\_\_\_\_

3) Name: (AS IT APPEARS ON YOUR DRIVER'S LICENSE) \_\_\_\_\_

4) Local address: \_\_\_\_\_

5) Local phone number: \_\_\_\_\_

6) E-mail address: \_\_\_\_\_

*(Please print clearly, you will be notified by e-mail when order is ready for pickup.)*

7) Permanent address: (INCLUDE ZIP CODE) \_\_\_\_\_

8) Permanent phone number: \_\_\_\_\_

9) University of Idaho Vandal I.D.#: \_\_\_\_\_

*(If you are not affiliated with the University, please provide your driver's license number instead.)*

10) Key numbers and/or Vandal Card Access Type:

	<b>Key Number or VCA</b>	<b>Room Name</b>		<b>Location (SUB or Commons)</b>
a)	_____	_____		_____
b)	_____	_____		_____
c)	_____	_____		_____

11) Date to be returned: \_\_\_\_\_

12) Supervisor's Name: (PRINT) \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:**

Submit this form to Mark Miller at 406 S. ? akW in Idaho Commons room 406, mail it to campus zip 2540, or fax it to 885-6210. Keys and Vandal Card access can only be claimed at Commons 406 from 8:00 a.m. to 5:00 p.m. Monday through Friday. You will be notified when keys and/or Vandal Card access are ready. You must show ID to claim keys.

**For Office Use Only:**

**Issued By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

> Sign here **upon receipt** of keys and/or access    X \_\_\_\_\_

*By signing above you indicate that you understand the rules and responsibilities of having keys and/or access to the Idaho Commons and Student Union and that a \$25 fine will be charged for each key that is lost, stolen, or otherwise not returned within five working days of the due date.*