

LOCK CHANGE REQUEST

I understand that there will be a \$75.00 charge for each setting changed (*new keys are included in this charge*).
 Lock change costs that are caused by lost or stolen keys are the personal responsibility of the individual.

BUILDING	ROOM	REASON FOR LOCK CHANGE	COST \$75.00/setting	DEPT. CODE OR INDIVIDUAL'S NAME
TOTAL				

FORM OF PAYMENT

JOURNAL TRANSFER FROM ACCOUNT #: _____ **AMOUNT: \$** _____

or

PERSONAL CHECK payable to Buffalo State University **AMOUNT: \$** _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____
 (Required) (Vice President, Director, Dean, or Chair)

CONTACT NAME: _____ **EXTENSION:** _____
 (Required) (Please Print)

Distribution: Please send original to Facilities Operations, CCTR 106 or email to
 facilities@buffalostate.edu

FOR FACILITES OPERATIONS USE

WORK ORDER # _____ NEW SETTING(S) _____

OTHER AMOUNT PAID TO FACILITIES OPERATIONS: _____

Received from: _____ Check # _____ Cash _____
 (No Journal Transfer needed if paid by check or cash, original to CCTR 106 file)

PROCESSED BY: _____ DATE: _____

JOURNAL TRANSFER TO ACCOUNT # 900660

Distribution: Original to IFR Recharge Accounting, CLEV 413; Copy to CCTR 106 file

8/8/24