



WILLIAM & MARY

CHARTERED 1693

Facilities Management

P.O. Box 8795

Williamsburg, VA 23187-8795

(757) 221-4491

POSTAL SERVICES

KEY REPLACEMENT / BOX REPAIR FORM

Key replacement fees are non-refundable.

Name: _____

CSU #: _____

Email: _____

Banner ID: _____

Date Requested: _____

By signing below I acknowledge that I received my key replacement:

Signature: _____

Date: _____

↓ Student Receipt ↓



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KEY REPLACEMENT / BOX REPAIR FORM RECEIPT

Key replacement fees are non-refundable.

Name: _____

Date: _____

Banner ID: _____

Staff Signature: _____

Key Replacement Fee: _____ \$25.00 _____

Form of Payment: _____ Cash _____ Check