

### Key Requests:

- A charge of \$15.50 for lost keys, which takes into consideration the cost of the key blanks and the labor to cut the key will be charged to the Department requesting replacement keys.
- A charge of \$28.56 to replace a core, including labor
- A fee of \$15.50 will be charged to the departmental hard dollar account for Keys not picked up by the individual assigned the key within 10 business days of notification.