

Date:

To Whom It May Concern:

_____ (employee name) _____ (w number)
with the Department of _____ was assigned the
following keys according to the staff of the Physical Plant at Southeastern.

Key Number	Building Name and Office Location
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ (employee name) has stated that the keys assigned to him/her
have been lost.

APPROVALS:

- To the best of my knowledge, the lost keys pose no security risk.
- To the best of my knowledge, the lost keys do pose a security risk.

Dean or Department Head
(Signature)

Building Coordinator
(Signature)

Chris Asprion
Director of Physical Plant

- Approved (Does not pose security risk)
 - Not Approved* (Poses security risk)
- * Requires VP Signature

- I Agree with Physical Plant recommendation (Poses security risk)
- I Disagree with Physical Plant recommendation (Does not Pose security risk)

Vice President (Please Print)

Vice President (Signature)