



Physical Plant Services Lost Key Form

1. To be completed by Employee.

Department: _____ Date: _____
Employee: _____ W Number: _____

The following keys were issued according to the staff of the Physical Plant:

Key Code	Building
_____	_____
_____	_____
_____	_____
_____	_____

Lost: Stolen:
Police Report Number: _____

Will a new key be issued? Yes No

*****In addition to the Lost Key form, a Key Request must be submitted for replacement keys.**

2. Department Head and Building Coordinator Decision.

_____ To the best of my knowledge, the lost keys pose **no** security risk.
_____ To the best of my knowledge, the lost keys **does** pose a security risk and locks need to be replaced. Charge budget number: _____

Department Head Signature: _____

Building Coordinator Signature: _____

Submit original form to Physical Plant

3. Physical Plant Decision.

_____ Approved. (Does **not** pose a security risk)
_____ Not Approved. (**Does** pose security risk, Requires VP Signature)

PPS Director: _____

4. Vice President Decision.

_____ I Disagree with Physical Plant recommendation. (Does **not** pose a security risk)
_____ I Agree with Physical Plant recommendation. (**Does** pose security risk)

Vice President Signature: _____