Physical Plant
SOUTHEASTERN LOUISIANA UNIVERSITY

Physical Plant Lost or Missing Key Form

**Submit original form to Physical Plant*

To be completed by Employee.

Date: _____ Department: _____

Employee: _____ W Number: _____

1 Employee Information

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

Key Code/Room Number	Building Name

2 Key and Building Information

☐ Lost ☐ Stolen Police Report: _____

Department Head and Building Coordinator Decision.

☐ To the best of my knowledge, the lost or missing keys pose no security risk.

☐ To the best of my knowledge, the lost or missing keys does pose a security risk and locks need to be replaced.

- ☐ Employee Responsible, Charge Workday
- ☐ Department Responsible, Charge Budget #: _____

Will new keys be issued?

☐ NO ☐ YES. Replacement keys required both Lost/Missing Key Form and Key Request.

3 Department Head and Building Coordinator Decision

Department Head Signature: _____

Building Coordinator Signature: _____

Physical Plant Decision.

☐ Approved. (Does **not** pose a security risk.)

☐ Not Approved. (**Does** pose a security risk. Requires VP Signature.)

4 Physical Plant Decision

PPS Director Signature: _____

Vice President Decision.

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

☐ I Agree with Physical Plant. (**Does** pose a security risk.)

5 Vice President Decision

Vice President Signature: _____

Revised: April 2026