

**1. To be completed by Employee.**

Date: \_\_\_\_\_ Employee: \_\_\_\_\_  
Department: \_\_\_\_\_ W Number: \_\_\_\_\_

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

Key Code	Building
_____	_____
_____	_____
_____	_____
_____	_____

Lost:  Stolen:

Police Report Number: \_\_\_\_\_

**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.  
\_\_\_\_\_ Employee Responsible, Charge Workday  
\_\_\_\_\_ Department Responsible, Charge Budget # \_\_\_\_\_

Will a new key be issued? Yes  No

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

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: \_\_\_\_\_