

Lost/Stolen Key Report Form

Submit this completed form when your key(s)/key-card are lost, stolen, or otherwise misplaced.

Deliver this completed form to:

Facilities and Planning (FAP), 617 SW Montgomery Street, University Services Building, Room 202.

PLEASE PRINT

Personal Information:			
Last Name	First Name	Middle Initial	PSU ID #
E-mail	Work Phone	Home Phone	
Work Information:			
Department/ Office Name	Mail Code	Dept. Phone	
Key(s) Information:			
Building	Room	Key ID (if known)	Key # (if known)

Please describe the events resulting in the loss of the key(s).

Signature _____

Date _____

Key replacements are subject to fines according to the Office of Business Affairs current Fees and Fines Schedule and are the responsibility of the authorized key holder. For the current schedules, see url:

http://www.pdx.edu/media/b/a/BAO_fy0506_finesandfees.pdf. All Keys are subject to the PSU Key Issuance Policy and Procedures: PSU I.M.D. 3.100-3.105, located at url: <http://www.fadm.pdx.edu/html/imd.htm>.

Instructions for replacement keys:

1. Submit this completed form and a new Key Authorization & Request Form to FAP so the appropriate fine can be determined. The fine will be determined by the locksmith. This process should take 1-2 business days.
 - Lost/Stolen Key Report Form.
 - Key Authorization & Request Form.
2. After step one has been completed and the fine has been determined by FAP, the customer must pay the fine at the Cashier's Office located in Neuberger Hall Lobby and provide FAP with proof of payment before keys can be replaced.
 - Bring a cashier's receipt for the appropriate fine(s).
3. Return all three forms listed in steps one and two that are required in order to process the replacement key request.

FAP Locksmith Use Only:

Great Grand Master Key(s) _____ @ \$ _____ Grand Master Key(s) _____ @ \$ _____
 Master Key(s) _____ @ \$ _____ Change Key(s) _____ @ \$ _____ Fine Total: \$ _____

PSU Cashier Use Only: NOTE: Cashiers, please enter person's full name into description box.

Index Code: FAP025 / Account Code: 08001 / Activity Code: BKey