

## Lost/Stolen Key Card Report Form

**Submit this completed form when your key(s)/Card Key are lost, stolen, or otherwise misplaced.**

**Deliver this completed form to:** Facilities and Planning (FAP), 617 SW Montgomery Street, University Srvc Bldg, Rm 202.

PLEASE PRINT

<b>Personal Information:</b>					
Last Name	First Name	Middle Initial	PSU ID #		
E-mail		Work Phone	Home Phone		
<b>Work Information:</b>					
Department/ Office Name		Mail Code	Dept. Phone		
<b>Key(s) Information:</b>				<b>For FAP Use Only</b>	
Building	Room	Key ID	Key #	Fine Assessed Per Key	Date Paid
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

**Did this occur:**     **On Campus**             **Off Campus**

*(Please describe the events resulting in the loss of key(s) on page 2)*

**Total Fee Assessed: \$** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Key replacements are subject to a fee 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:

<http://www.pdx.edu/bao/psu-office-business-affairs>. All keys are subject to the PSU Key Issuance Policy & Procedures: PSU IMD 3.100-3.105, see: <http://www.pdx.edu/fadm/imd.html>

**Instructions for replacement keys:**

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

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

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

