

Lost/Stolen Key Report Form



INSTRUCTIONS

FOR REPLACEMENT OF KEYS

1. Complete **Parts I, II, and III** and submit form to keys@pdx.edu for fee assessment.
Include CPSO/police report with this form, if theft occurred.
2. Once fees have been assessed, pay the fee at the Cashier's Office located on the 1st floor of Fariborz Maseeh Hall, obtaining a receipt for the payment.
3. Bring the payment receipt to the FPM front desk located at the University Services Building, Suite 202.

FOR REPORTING LOSS WITH NO REPLACEMENT OF KEYS

1. Complete **Parts I and II** and submit form to keys@pdx.edu.

PART I

Personal Information:					
Last Name		First Name		Middle Initial	
Odin		PSU ID #			
E-mail		Work Phone		Home Phone	
Work Information:					
Department/Org.		Mail Code		Dept. Phone	
Key(s) Information:				For FPM Use Only	
Building	Room	Key ID	Key #	Fine Accessed 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: \$ _____

Key Holder Signature

Date

PSU Cashier Use Only: NOTE: Cashiers, please enter person's full name into description box.
 Index Code: FAP601 / Account Code: 08001 / Activity Code: BKey

Request Number (FPM Use Only) _____

KEY AUTHORIZATION & REQUEST

Last Name: _____ First Name: _____

PSU ID #: _____ ODIN: _____

Job Title: _____

Department: _____ Dept. Phone #: _____ Mail Code: _____

Reason for key: _____

Check if New Employee **Position:** Academic Staff Student Employee Student

Access Level

Required Authorization Signature(s)

Level 1 - Room/Office/Suite key

Employee's Manager

Level 2 - Department Master key

Manager AND Dean/Director

Levels 3 & 4 - FPM-specific keys

Manager AND Dean/Director AND FPM Director*

*Additional approval and signatures may be required, as determined by FPM Director

Building & Room	Additional key/location details (if necessary)	Key ID# (if known)	Access Level			
			1.	2.	3.	4.
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Background Check Date (required for Level 4 keys) _____

APPROVALS:

Signature _____ Print _____ Employee's Manager

Signature _____ Print _____ Dean/Director

Signature _____ Print _____ FPM Director

Signature _____ Print _____

Recipient will be notified via email when keys are ready for collection

Authorization & Release Form 8.2022

Form Guidelines:

- Key Authorizations require a valid and active ODIN username.
- A valid photo ID must be presented to Facilities & Property Management (FPM) staff for the key to be released to the recipient.
- Provide all known pertinent information regarding the access needed to aid FPM in determining the correct keys to issue - building & room numbers, key IDs, additional key/location details, etc.
- Authorization Signatures required depend on Access Level requested.
- Employees requesting FPM-specific keys (Levels 3 & 4) must complete an HR background check.
- Authorization Forms should be submitted to keys@pdx.edu.

TERMS & CONDITIONS RELEASE AGREEMENT

The individual signing this document as 'Recipient' agrees to the following:

- I have received the listed key(s) and I agree not to loan or have key(s) reproduced in any manner.
- Upon transferring to another office, departure from PSU or upon request, I will return the key(s) to FPM located in University Services Building, room 202, or to the Campus Public Safety Office, if after hours.
- In the event that my key(s) are lost, stolen, or otherwise misplaced, I accept the responsibility to immediately notify FPM (503) 725-3738, Campus Public Safety (503) 725-4407, and my immediate supervisor. A Lost/Stolen key report must be submitted.
- All keys are subject to the current Fines and Fees Schedule. Fees will be charged directly to the assigned individual in the event that keys are lost or stolen:
 Room/Office/Suite: \$25 per key **Recipient Initials** _____
 Master: \$50 per key
 Grand Master: \$100 per key
 Great Grand Master: \$350 per set

Date Stamp
(FPM Front Desk use only)