# 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

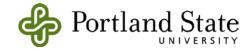
1. Complete **Parts I and II** and submit form to keys@pdx.edu.

#### PART I

Personal Information	n:						
Last Name Odin E-mail			First Name PSU ID #				Middle Initial
							·
			Work Phone Home Pho		Home Phone	;	
Work Information:							
Department/Org.				Mail Code		Dept. Phone	
<b>Key(s) Information:</b>						For FPM	Use Only
Building	Room	Key ID		Key#		Fine Accessed Per Key	Date Paid
					\$	·	
					\$		
					\$		
					\$		
					\$		
					\$		
<b>Did this occur:</b> (Please describe the ev	On Campus ents resulting in the le		Off Campu		al 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



## PART II Lost/Stolen Key Report Form

Please describe the event resulting in the loss of keys and attach this to page one.

Include CPSO/police report with this form, if theft occurred.

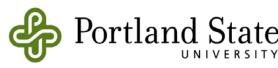
## PART III (For key replacement only) Lost/Stolen Key Report Form

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 Manager AND Dean/Director Level 2 - Department Master key 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. Background Check Date (required for Level 4 keys) APPROVALS: Signature Employee's Manager Print Signature Print Dean/Director Signature FPM Director Signature

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

Master: \$50 per key

Grand Master: \$100 per key Great Grand Master: \$350 per set Recipient Initials