

Lost or Stolen Key Report Form

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

Deliver this completed form to: Facilities and Property Management (FPM), 617 SW Montgomery Street, University Services Bldg, Rm 202.

PLEASE PRINT

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

 Key Holder Signature

 Date

Key replacements are subject to a fee according to Financial Services' current Fees and Fines Schedule and are the responsibility of the authorized key holder. For the current schedule, see Approved Fines & Fees Report .007d(01): [https://www.pdx.edu/financial-services/sites/www.pdx.edu.financial-services/files/2015.Fines %26 Fees.pdf](https://www.pdx.edu/financial-services/sites/www.pdx.edu.financial-services/files/2015.Fines%26Fees.pdf)

Instructions for replacement keys:

1. Submit this completed form and a new Key Authorization & Request Form to FPM so the appropriate fee can be determined. This process should take 1-3 business days.
 - Lost or Stolen Key Report Form.
 - Key Authorization & Request Form.

2. After step one has been completed & the fine has been determined by FPM, the customer must pay the fee at the Cashier's Office located in Neuberger Hall Lobby & provide FPM 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: FAP601 / Account Code: 08001 / Activity Code: BKey

Lost or Stolen Key/Card Report Form
(Continued.)

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