



Lost Key Report Form

Mailing Address:
Facilities Management - Access
Control Center
1161 W. Samford Ave.
Auburn University, AL 36849

Physical Address:
Campus Green Parking Deck
425 Heisman Drive
Auburn University, AL

Contact us
Phone: 334-844-9446
Fax: 334-844-9434
E-mail: 4access@auburn.edu
Wed Page: www.auburn.edu/administration/facilities

Please type this form, print, obtain required signature(s) and mail or fax to the Access Control Center

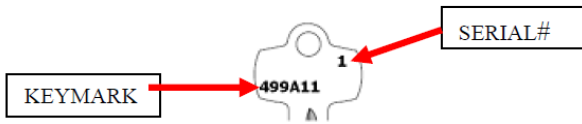
Reporters Information

Name: _____ Department: _____
Phone _____ E-mail: _____ Date: _____

Person who lost key(s):

Last _____ First _____ Middle Initial _____
Banner# _____ Auburn GUID _____ Phone: _____

Key(s) Reported as lost:



EXAMPLE of Keymark - Serial # of image to the left.

Keymark is: **499A11** Serial # is: **1**

Enter as: **499A11-1**

Keymark - Serial #	Keymark - Serial #	Keymark - Serial #	Keymark - Serial #
Keymark - Serial #	Keymark - Serial #	Keymark - Serial #	Keymark - Serial #

Please provide a brief explanation as to where, when and how the key(s) were lost. Please be as specific as possible:

Signature: Person who lost key(s) _____ Signature: Key Coordinator _____

Notice:

1. You may be held liable for the costs of rekeying all affected areas and the costs of replacement of all keys to the area.
2. No replacement keys will be issued until both this Lost Key Report and a Key Request Form are completed.