

## COMPLETING A LOST OR STOLEN KEY FORM

Per [PDP206](#): **Building Access Services** lost or stolen keys must be reported to ASU Police Department within 24 hours of discovery of the loss or theft. The individual or department/unit can always call back to report they have been found\* but during the interim a report needs to be initiated.

The *Lost or Stolen Key Form* must be completed legibly, preferably by the Key Holder. If the Key Holder is not available another individual is able to report the keys and their name and phone number needs to be filled in on this report where indicated.

Since there is no signature required on this form it can be completed by the following methods:

- Fax (480.965.3612)
- Inter-Office Mail (MC-1812)
- U.S. Mail (325 E Apache Blvd., Tempe, AZ 85287-1812)
- In Person

Information on the form should consist of the individual's home address and home phone number. The individual's ASU Affiliate ID number (i.e. "1000" number) is also required.

If the keys were stolen and the individual has already reported this incident to another agency that agency's name and their police report number must be included on the *Lost or Stolen Key Form*.

Once the report is filed with ASUPD, you will be notified of any applicable charges based on [PDP206](#): **Building Access Services**. If the keys were lost, the individual or department/unit will need to pay for these keys whether or not replacements are needed. Please contact the key desk for information regarding key replacement fees.

### Payment options:

Replacement keys will not be ordered or distributed until the replacement fee has been paid:

- Cash or check (please make checks payable to ASU) - Upon paying for the lost keys the individual or department/unit will be given a receipt.
- Purchase Order - Per [FIN 401-03](#): **Prohibited Transactions** state or local funds CANNOT be used.
- Payroll Deduction - available for those who are unable to pay the full amount at once.

If a Purchase Order or Payroll Deduction is used, ASU PD will need a copy of the Accounts Receivable form showing that no additional funds are owed before replacement keys are released.

There is no grace period for refunds on payments made for keys. If the individual reports their keys lost/stolen and finds them, before their payment is deposited, their funds can be returned **if they ask**. The individual must also bring their copy of the receipt to the ASU Police Department in order to receive their refund.

\*If the lost/stolen keys are located the Key Shop requires that the individual/department keep the original key(s) which were issued and return any replacement key (s).



# ARIZONA STATE UNIVERSITY

POLICE DEPARTMENT

Phone (480) 965-6090 / Fax (480) 965-3612

## LOST OR STOLEN KEY(S) FORM

ASU Report #: \_\_\_\_\_ Report Date: \_\_\_\_\_ Report Time: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
ASU Affiliate ID#

\_\_\_\_\_  
Home Address City State Zip

\_\_\_\_\_  
Affiliation: Student Faculty/Staff

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Name of Person Making Report (if different than keyholder):

\_\_\_\_\_  
I am reporting lost key(s):

On \_\_\_\_\_ at/between \_\_\_\_\_ the above-listed  
Date Times

person lost \_\_\_\_\_ key(s) belonging to Arizona State University at \_\_\_\_\_  
# of keys Location

Key type (check all that apply): Building Floor/Area Individual Room/Office

\_\_\_\_\_  
I am reporting stolen key(s):

On \_\_\_\_\_ at/between \_\_\_\_\_ the  
Date Time(s)

above-listed person had \_\_\_\_\_ key(s) belonging to Arizona State University taken by person(s)  
# of keys

unknown from \_\_\_\_\_  
Location

\_\_\_\_\_  
Agency Name Other agency's name/report number: \_\_\_\_\_

Key type (check all that apply): Building Floor/Area Individual Room/Office

### ASU PD USE ONLY

Key Code	Key Number	Key Cost		

Total Cost \$ \_\_\_\_\_