

LOST/STOLEN KEYS FORM

Name: _____ UNM Banner ID #: _____ Date of Loss: ___/___/___
(Print)

Department: _____ Telephone: _____ Email: _____

Full Time Part Time Temp Contract

Key(s) Lost:

Building Name	Room No.	Building Name	Room No.

Supervisor (Print) Signature

Director of Business Operations (Print) Signature

Police Lieutenant (Print) Signature

Lost/Stolen keys must be reported IMMEDIATELY to the UNM-Valencia Police and the appropriate Dean, Director, or Chair.

Replacement of a lost/stolen key will require a new key request and authorization by the Department Head, a paid receipt for the key(s), or a Police Report. Key holders will be required to pay a replacement fee for lost keys, and if necessary, the cost for a change of the core(s).

The lost key charge is \$10/key for general keys and \$25/key for sub and master keys. The fee will be paid in the Cashier's Office and the paid receipt must be submitted to Campus Police. If the lost key is later found, it must be returned to Campus Police. A refund will be issued if the key is found and returned within 12 months of original report of loss date, unless cores have been changed or other costs have been incurred.

