

Cal Poly

**Facility Services
Missing State Key Report**

Instructions for Keyholder:

Fill in requested information and submit to department head for signature. Upon approval by department head, send a copy (one each) to Facility Services and Public Safety Services.

Keyholder Name: _____

Soc. Sec. #: _____

Department: _____

Phone: _____

Missing key(s):

*Serial #	*Sequence #

*If you do not know the serial and/or sequence numbers, call Facility Services Key Distribution at x65220.

Circumstances surrounding missing key (lost? stolen?):

Keyholder _____
Signature
Date

Department Head _____
Signature
Date

- Upon receipt of this form, key will be noted as missing on employee's key record.
- If key holder needs additional key, department must issue an approved key card.
- It is the department's responsibility to fund lock/core changes, if they are deemed necessary.

cc: Facility Services
 Public Safety Services