

3. Date Reported:	4. Time Reported:
5. If a theft, name of Police Department this was reported to:	6. Police Report #
7. Occurred: ... On Campus ... Off Campus ... Unknown	8. Possible Location (if not on campus) (Email Address)

15. Department	16. Job Title: Card Number (
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if known):

**LIST KEYS BELOW:**

Key Number	List the Building Name this key is for	List the room # or door this key opens
21.	22.	23.
24.	25.	26.
27.	28.	29.
30.	31.	32.
33.	34.	35.
36.	37.	38.
39.	40.	41.
42.	43.	44.

45. Provide a description that might help to identify the keys if found (for example keys were attached to a red lanyard, etc...)

**D. EMPLOYEE STATEMENT AND CERTIFICATION**

46. Explanation of Loss or Theft (also include when the key or card was last seen or used - continue on additional paper if necessary)

I hereby certify the above is true and correct to the best of my knowledge.

47. Keyholder Signature	48. Date
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## FormInstructions

Every person issued a university issued