

## LOST KEY(S) REPORT FORM

*Lost keys are a safety and security risk to the Institution. Failing to immediately report lost keys may result in referral to Human Resources. There is a replacement fee for lost or stolen keys.  
PLEASE RETURN FORM TO THE FMPC OFFICE*

### PLEASE ANSWER ALL QUESTIONS BELOW:

Full Name: \_\_\_\_\_ MU ID #: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Date \_\_\_\_\_

Email Address: \_\_\_\_\_

Where do you believe your keys were lost or stolen? (Please be as specific as possible):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When was the last date their exact whereabouts can be verified? \_\_\_\_\_

Were keys on a MU or other Institutional identifier such as a keychain or lanyard, or with a MU ID or Institutional identifier? \_\_\_\_\_

Were keys in a handbag/wallet which also included MU ID or Business Cards? \_\_\_\_\_

Were keys stolen from a car with a MU Parking Decal or other Institutional identifier? \_\_\_\_\_

Were keys with any other Institutional paraphernalia (please specify below)? \_\_\_\_\_

Were keys issued to a conference guest(s)? \_\_\_\_\_

Send confirmation email to: \_\_\_\_\_

Date and time FMPC and/or Campus Police were notified: \_\_\_\_\_

\_\_\_\_\_

*Moravian University Police or FMPC comments only:*