



Pikes Peak Community College – Facilities & Operations  
LOST KEY / EMPLOYEE ID BADGE REPORT

Date of Report: \_\_\_\_\_

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ S: # \_\_\_\_\_  
Last Name, First Name

Employee’s Work Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Department/Division: \_\_\_\_\_ Campus Box \_\_\_\_\_

Director/Dean’s Name: \_\_\_\_\_

**LOST ITEM INFORMATION**

Mark the item(s) lost [ ] Employee ID Badge [ ] Key(s) Date Item(s) lost: \_\_\_\_\_

If keys, please list # of keys lost \_\_\_\_\_ Key(s) lost were used to unlock what area: \_\_\_\_\_

Please provide any additional information that may assist with this report (i.e. purse stolen with keys inside, believe lost in the Testing Center, etc.) \_\_\_\_\_

By signing below, I am confirming the information above is accurate to the best of my knowledge. I understand that a replacement key/ID could take up to 2 weeks from the date of this form to be issued, and is contingent upon my Dean/Director’s approval, to include the payment of associated replacement costs (see back). Until a replacement key/ID is issued to me, I understand it is my responsibility to request access to areas I need through Campus Police or through my department/division. ID cards found can be reactivated, waiving replacement fee.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

FOR OFFICE USE ONLY

**REPLACEMENT KEY/EMPLOYEE ID BADGE**

\_\_\_\_\_  
Employee’s Director/Dean Signature [ ] Approve - Acct # for Replacement fee \_\_\_\_\_  
[ ] Deny

**Please send completed form with all signatures to Facilities Maintenance & Operations, Campus Box C2a**

# LOST KEY/EMPLOYEE ID BADGE REPORT

## Instructions

**REFERENCE:** Lost Key/employee ID badge Return Procedures - AP 19 – FO102

### **EMPLOYEE**

- Employee reports lost key and/or employee ID badge to Facilities & Operations and a Lost Key/Employee ID Badge Report is completed.

### **EMPLOYEE'S DEPARTMENT / DIVISION**

- Director / Dean reviews and signs the Lost Key/employee ID badge Report form
- Director / Dean indicates if they **“approve” or “deny”** a replacement key,
  - o If approving, the Dean/Director agrees to pay for the associated replacement fee, providing the budget account number to be charged on the bottom of the Lost Key/employee ID badge Report form.
    - 1<sup>st</sup> Incident \$25.00
    - 2<sup>nd</sup> Incident \$50.00
    - 3<sup>rd</sup> Incident \$75.00 Requires Vice President Approval
    - ID badge lost \$10.00
- Director / Dean mails the report to Facilities & Operations at Campus Box C2a for processing.

### **FACILITIES & OPERATIONS**

- Report is received and processed, recording the key(s) and or ID as lost in the key data base system or changes the ID access card to lost in the Genetec system.
- If a replacement key/employee ID badge is approved, the ID badge/key(s) will be prepared and made available at the campus most convenient for the employee.
- If a replacement key/employee ID badge is denied, employee will be notified.

**This entire process can take up to 2 weeks to complete  
before an approved replacement key will be made available.**