## LOST KEYS / KEY CARD REPORT

NAME	
NAME(PLEASE PRINT)	
Current Buildings Where You Have Access	
Key Card # Key #'s	
This is to report that the above named person lost his/her keys or key card	
on Date	
Last known location of keys / key card: Circle one	
a.) In District	
b.) Out of District	
Please give any additional information that would be applicable for "In District" selection.	
<b>Lost Key Cards -</b> Please send this form along with the \$10.00 fee in the form of a check n out to Birmingham Public Schools or cash; a receipt will be sent back to you.	nade
Please send all forms to the Facility Operations Department at 2305 Cole Street Attn: Sue	

As always please follow up with a work order to assure new keys or key cards will be made.

Signature of employee

Position

Date