



LOST KEY REPORT

IMPORTANT: Report suspected thefts immediately by phone to Michigan Medicine Security (734) 936-7890.

Complete and submit form to the Key/ID Office (Med Inn C158, 1500 E. Medical Center Dr)
In order to obtain a replacement, this form must be accompanied by a U-M Key Request form.

Phone: (734) 763-6376 | Fax: (734) 763-5016

EMPLOYEE INFORMATION

UMID#

NAME:

DATE:

HOME ADDRESS:

CITY:

STATE:

ZIP CODE:

DEPARTMENT:

PHONE:

TITLE/POSITION:

KEY DESCRIPTION

KEY #:

BUILDING:

ROOM:

NATURE OF LOSS

STOLEN

LOST

DATE LOSS WAS DISCOVERED

LOCATION OF INCIDENT (IF KNOWN)

WAS A DPSS REPORT FILED?

NO

YES - REPORT #

DETAILS OF INCIDENT SURROUNDING THE LOSS:

I certify that the information provided in this report is accurate to the best of my knowledge.

Employee Signature (Required)

Date

TO BE COMPLETED BY SUPERVISOR

RECOMMENDED ACTION: _____

Supervisor Signature (Required)

Supervisor Name (Printed)

Date