



FACILITIES PLANNING & MANAGEMENT

LOST KEY MEMORANDUM

DATE: _____

TO: FACILITIES MANAGEMENT KEY DESK

FROM: _____

SUBJECT: _____

By way of this memorandum, I am confirming that the following key(s) issued to (name and Bronco ID):

were lost. Please remove the following keys from his/her name.

Key number(s):

Serial number(s):

Authorized by: _____