Lost Key Procedure

<u>Please Report Lost Keys as Follows</u>:

- Report lost key(s) to Campus Police, Facilities and your department Director or Dean.
  - ➢ Email collegepolice@yc.edu and facilities@yc.edu

- Facilities will issue a lost key invoice to the employee. Receipt of payment needs to be scanned and emailed to Facilities. Fees are payable by the employee, not the department.

- A new location access request form for keys that were lost needs to be approved and emailed to Facilities.

- Once Facilities receives the payment receipt and the approved replacement request, the employee will be emailed regarding pickup of new keys.

Call Facilities at 928-776-2180 with questions.

Invoice payments must be submitted on line. Please visit a website(s) below.

Key(s):   https://commerce.cashnet.com/yavapaiFACKEYS

ID KeyCard: https://commerce.cashnet.com/yavapaiIDR

Questions? Please call Facilities 928-776-2180