

University of Michigan Hospitals and Health Centers

LOST KEY REPORT

Report suspected thefts immediately by phone to UMHHC Security Services at (734) 936-7890. Follow with written report extension. Please print all information expect for signatures and submit to the Key & ID Office located in room C158 in the Med Inn Building, 1500 E. Medical Center Dr., Ann Arbor, MI 48109-0810. Phone: (734) 763-6376 Fax (734) 763-5016. This form must be accompanied by a University Key Requisition form in order to obtain a replacement.

UMID # _____ Name of Complainant _____ Date _____

Home Address _____

City _____ State _____ Zip Code _____

Hospital Department _____ Phone _____

Title/Position _____

Key Description _____ Building _____ Room _____

NATURE OF LOSS (LOSS OR STOLEN) _____

DATE LOSS WAS DISCOVERED _____

LOCATION OF INCIDENT _____

DETAIL OF REPORT _____

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

Complainant's Signature (REQUIRED) _____ Date _____

TO BE COMPLETED BY SUPERVISOR

RECOMMENDED ACTION _____

DATE _____ SIGNED _____ PRINTED _____