



PHYSICAL PLANT DEPARTMENT  
700 UNIVERSITY BLVD., MSC 142  
KINGSVILLE, TEXAS 78363  
361/593-3312 • FAX 361/593-2669

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## MEMORANDUM

TO: Business Office  
FROM: Roy Sanchez, Physical Plant Director  
RE: Key Cost Reimbursement

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In accordance with policy letter (general key and lock rules & procedures) signed by The Vice President for Finance & Administration on May 20, 1996, lost keys will be replaced for \$15.00 per key, funds should be deposited into local account 299995.

- Please accept funds from \_\_\_\_\_ because of lost key(s).
- Please accept funds as authorized by \_\_\_\_\_ to charge account number \_\_\_\_\_.
- ▶ The number of key(s) lost is \_\_\_\_\_ X \$15.00 per key = \$\_\_\_\_\_.

***No additional/replacement key(s) will be issued until the above payment is made.***

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### LOST KEY INSTRUCTIONS

1. Make a police report at **U.P.D. located at Seale Hall.**
2. Write a personal statement explaining the situation.
3. Business Office located in College Hall with this form, police report and payment for key(s) lost.
4. Submit receipt and all documents to Physical Plant front office.