



KEY FORFEITURE FORM
Facilities Management

Name: _____
(Please print)

ID#: _____

The Facilities Management, Key Control department, has been advised by individual that key(s) have been lost. New Mexico Tech's policy for lost key is the individual will forfeit any key(s) deposit of \$5.00 per key.

Student Accounts please release the key(s) deposit and forfeit the amount listed below. Credit the department's account number E04030/101000-710300, the detail code is KEYF.

Number of key/s: _____	Amount: _____
Student's Signature: _____	Date: _____

RETURN COMPLETED FORM TO FACILITIES MANAGEMENT KEY CONTROL

Do not write below this line—for office use only

Key Control: _____ Date: _____

Student Account: _____ Date: _____