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West Virginia University Physical Plant Missing Key Report

Shop _____ Supervisor _____

Employee's Signature _____

Employee's Title _____

Date Of This Report _____

Description Of Missing Key (s) _____

Estimated Cost \$ _____

Lost Broken

Missing Worn Out

WVU Inventory Tag Number _____

If missing—Last Seen, Date: _____ Time: _____

Location: _____

Comments: _____

Supervisor's Signature _____

Manager's Signature _____