



**Key Shop use only:**

Date Received: \_\_\_\_\_

Employee Initial: \_\_\_\_\_

## UAF Facilities Services

### Key Issue Charge Appeal Form

In order to appeal any charges associated with lost UAF keys, please use this form and provide appropriate documentation. Appeals must be made within five working days of lost key charge notification. Appeals will be processed within five working days of receipt. Your appeal response will be sent to you via email.

All charges for lost keys will appear on your student or employee account, and may be paid online or at the Office of the Bursar in Signers Hall (P.O. Box 757640). Students will not be able to receive grades, register for classes, or pay registration fees until charges imposed on accounts are paid. Employees may have charges deducted from their paycheck.

Please send your appeal to [uaf-fs-keyshop@alaska.edu](mailto:uaf-fs-keyshop@alaska.edu) or drop off at 803 Alumni Dr. Fairbanks, AK.

If you have questions about key charges or the appeals process, please contact UAF Facilities Services at (907) 474-7000.

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#### Personal Information:

Full Name: \_\_\_\_\_ UA ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

#### UAF Building Information (Please tell us which keys were misplaced):

Number of keys misplaced: \_\_\_\_\_ Key ID Number(s), if known: \_\_\_\_\_

Building(s): \_\_\_\_\_

Room(s): \_\_\_\_\_

Additional Information: \_\_\_\_\_

Charges from UAF Key Issue: \$\_\_\_\_\_ Amount you are appealing: \$\_\_\_\_\_

**Please explain, in detail, your reasons for appealing charges associated with lost keys:**

#### Office use only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_