

## Lost Key & Key Card ID Procedure

Please Report Lost Keys as Follows:

- Report lost items to Campus Police, Facilities and your department Director or Dean.
  - Email [collegepolice@yc.edu](mailto:collegepolice@yc.edu) and [facilities@yc.edu](mailto:facilities@yc.edu)
- Facilities will email a notice of payment due to the employee. Receipt of payment will automatically be emailed to Facilities. Fees are payable by the employee, not the department.
- A new location access request form for keys that were lost needs to be approved and emailed to Facilities. ID card access will not have to be requested again.
- Once Facilities receives the payment receipt and the approved replacement request, the employee will be emailed regarding pickup of new keys or new ID card.

Call Facilities at 928-776-2180 with questions.

Invoice payments must be submitted on line. Please visit a website(s) below.

Key(s): <https://commerce.cashnet.com/yavapaiFACKEYS>

ID KeyCard: <https://commerce.cashnet.com/yavapaiIDR>

Click “Add to Basket”, then “Checkout”, then “Continue as Guest” to complete.

Questions? Please call Facilities 928-776-2180