



Fairbanks North Star Borough School District
 520 5th Ave Fairbanks, AK 99701
 907-452-2000 Ext. 11320
 payroll@k12northstar.org

Lost Key – Payment/Deduction Form

Employee: _____

F#: _____

School/Department: _____

Supervisor: _____

Description	Charge Per Key	Qty	Key# / Fob#	Amount Due
Interior Door Key or Fob	\$ 25			
Exterior Door Key or Interior Multiple Door Key	\$50			
Interior Master Key	\$100			
Exterior Master Key	\$200			
Total			See note if amount exceeds \$250*	

*Maximum single loss liability is \$250.00

I elect to have the amount due deducted from my paycheck
 Deduct \$_____ amount from the next check or the next 2 checks.

Attached is a check for the amount due (return to the cashier in the accounting office).

 Employee Signature

 Date

Email a copy of this form to Payroll: payroll@k12northstar.org & FMD: theresa.parent@k12northstar.org

For Payroll Use Only	Actions
Items Received	
_____ Signed form for payroll deduction	_____ Check deposited _____ Payroll deduction
_____ Signed form with check	_____ Forms sent to FMD