



Fachbereich Geschichts- und
Kulturwissenschaften
Haushalt, Drittmittel, Zielvereinbarungen,
Frauenfördermittel, Berichtswesen,
Liegenschaften, Schließanlagen
Frau Koppel, Frau Kuhls, Frau Streller
1.0054, 1.0055 und 1.0056
Fabeckstr. 23-25, 14195 Berlin
Telefon +49 30 838 54315/53395/56379

Notice of Key Loss

E-Mail: haushalt@geschkult.fu-berlin.de
Internet www.geschkult.fu-berlin.de

Berlin,

Please send this notice through the department's administration, as a statement by the head of administration is required.

Surname, name:

Address:

Employed at the Dept.,

Institute, etc. :

Status:

Transponder number:

Property:

Time period and

location of key loss:

In case of theft or burglary:
Has the police been informed?

Yes*

No

Signature

*If yes, please attach police
statement

Please describe the circumstances of the key loss in as much detail as possible:

Notice taken by the head of administration. Statement by head of admin./person responsible for keys at the Department. If this notice is not handed in, applications for key replacements can not be processed.