

KEY RECEIPT FORM

Date: _____

Key(s) issued to: _____

Room Number: _____

Key Type: **Building/Wing** _____ **Grand Master** _____ **Area Key(s)** _____

Upon receipt of these key(s), I assume the following responsibilities:

1. Loaning or duplication of key(s) is strictly prohibited. Failure to comply may result in disciplinary action and/or termination. Key(s) shall remain in the possession of the assigned holder *at all times*. Any person giving possession of their assigned key(s) to someone else could result in disciplinary action up to and/or including termination.
2. Lost or stolen key(s) will be reported to the administrator as soon as possible.
3. In the event the key(s) is lost, the responsible person will be held accountable and liable for the reimbursement cost of \$50.00 to re-key existing locks.

Signature of person receiving key(s)

Date

Administrator's Signature

Date

KEY(S) RETURNED

Date key(s) returned: _____

Key(s) returned by: _____

Reason for return: _____

Administrator receiving key(s): _____