

Employee Key Release Form

Key Check Out:

Last Name: _____ First Name: _____

Phone Number: _____ Email: _____

Employee ID #: _____ Supervisor: _____

Entrance: _____ Building: _____ Key #: _____

I do hereby acknowledge that I am aware of and understand the company key policy.

Employee Signature: _____

Date: ___/___/___

Office Personnel Initials: _____

All keys that are issued are the responsibility of the above signed employee and shall not be loaned to a third party.

A \$50 per key administrative fee will be assessed for any lost or stolen keys.

The employee is required to return all keys in their name to the above initialed Office Personnel prior to leaving employment.

Key Return:

Employee Signature: _____

Date: ___/___/___

Entrance: _____ Building: _____ Key #: _____

Office Personnel Initials: _____
