

Annual Employee Issued Key Inventory

Employee Name _____

Employee Number _____

Date Form is Issued _____

Return by Date _____

Below is a list of keys you have signed for as being in your immediate possession / under your control. Please check to make sure you are still in possession of each key attributed to you and initial the box stating so. If you are no longer in possession of a key please provide the requested information.

As a reminder, if a key appears on this list it is because it is still signed out to you. If you no longer have that key we need to account for it.

[illegible]