



Employee Key Issuance Log

Employee: _____

Employee Number: _____

Key Description	Receipt Initial	Issue Date	Return Date	Received SS Signature

☐ Check box if multiple pages for issued keys required.

I understand that the keys checked out to me as initialed above are my responsibility. I will under no circumstance make unauthorized copies or give any of my keys to anyone. If a key under my responsibility is lost or broken, I will immediately notify the *Information Technology Department*.

Employee Signature

Date