

Key Return Receipt

Key Holder					
As appears on Valid Photo ID – Driver’s License, Passport, USAID					
First Name		M.I.		LastName	
JagNumber		Email		Phone	
Department			EmployeeTitle		
Building				Room#	



My building has had our keys audited.



My building has not had our keys audited.

Please see the diagram on the following page showing how to complete the following section

List of Keys Returned					
Key #	Keyway	Serial #	Key #	Building	Room #

Facilities Maintenance Lock Shop Signature			
Signature	Print Name	Date	

Employee Signature			
Signature	Print Name	Date	

Employee should return a **copy** of the completed form to their Supervisor.
 The Facilities Maintenance Lock Shop should forward the **original** to the security systems clerk.

Please see the diagram below showing the location of the Key #, Keyway, and Serial #.

