

Key Return Form

Date: _____

Name: _____

SSN#: _____

Department: _____

Location: _____

Phone: _____

The Following Keys Were Returned:

List Key Numbers and Quantity

Qty	Key Number		Qty	Key Number		Qty	Key Number

The signatures below certify that the listed or attached list of keys were returned to and accepted by Physical Plant personnel.

Employee Leaving

Employee Transferring

Employee Signature: _____

Date: _____

Physical Plant Signature: _____

Date: _____