## **TEMPORARY KEY ISSUE RECORD**

## University Lock Shop Record of Key Issue

## Note: Read statement below before signing for any university key

Print Name and Sign	W. O. & Dept. / Company	Location	ID No.	Date Issued	Date Returned

NOTE: Your signature certifies that you have received the key indicated and that you assume full responsibility for its use. Loss or theft of any key must be reported immediately to the university Lock Shop. You may be required to pay all cost involved in changing locks controlled by any key(s) you fail to return for any reason.