



UNIVERSITY OF SOUTH ALABAMA

Key Return Receipt

Key Holder
As appears on Valid Photo ID - Driver's License, Passport, USA ID

Form with fields: First Name, M.I., Last Name, Jag Number, Email, Phone, Department, Employee Title, 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

Table with columns: Key #, Keyway, Serial #, Building, Room #

Facilities Maintenance Lock Shop Signature

Form with fields: Signature, Print Name, Date

Employee Signature

Form with fields: 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.



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

