

Oklahoma State University Institute of Technology
Physical Plant Services Lockshop

Key Issuance Form

I _____ do hereby acknowledge, by my signature, that I
Employee Name
have received the key(s) listed below. I understand that these keys are my sole responsibility and in the event that my employment is re-assigned or access change is needed, I will physically return the keys for which I have signed back to my supervisor or unit leader and sign the proper key recovery form relieving me of the responsibility of such keys. I also understand that in the event of such keys being lost or misplaced at any time, I will notify my supervisor according to Oklahoma State University Institute of Technology Policy and Procedures “Locks and Keys 5-009.”

Keys Issued _____

Received By: _____

Signature: _____ Date: _____

Approving Supervisor: _____ Date: _____