



UNIVERSITY OF SOUTH ALABAMA

Key Return Receipt

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



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

