



## **TeamVision Practice Owner Employee Key Issuance Form**

(Use one form for each key only. Place in safe)

Name \_\_\_\_\_ Position \_\_\_\_\_

Key Number \_\_\_\_\_ Key Description / Usage \_\_\_\_\_

**Key Issuance Agreement:** In return for the issuance of this key, I agree **1)** not to give or loan the key to others; **2)** not to make any attempts to copy, alter, or reproduce the key; **3)** to use the key for authorized purposes only; **4)** to safeguard and store the key securely; **5)** to immediately report any lost or stolen keys; **6)** to produce or surrender the key upon official request; **7)** agree not to divulge alarm codes or company information; **8)** assume responsibility for damage/loss for failure to secure the building; **9)** agree that violation of agreement may result in key privileges being revoked

Signature \_\_\_\_\_ Date \_\_\_\_\_

Issue Type: ☐ Standard

☐ Temporary Due Date \_\_\_\_\_

☐ Reissue Reason \_\_\_\_\_

Authorizer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

Issued By \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_

### **KEY RETURN**

Return Date \_\_\_\_\_ Returned By \_\_\_\_\_

Reason \_\_\_\_\_

Key Not Returned:

☐ Lost ☐ Stolen ☐ Damaged ☐ Other

Explain Circumstances: \_\_\_\_\_

Manager Signature \_\_\_\_\_