



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 _____