



TeamVision External Key Issuance Form (Vendor)

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 _____