



Temporary Key Issue 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 _____