



TBEY Employee Key Release

Key Check Out Date: _____

Last Name: _____ First Name: _____

Phone Number: _____ Email: _____

Employee Title #: _____ Supervisor: _____

Entrance/Building: _____ Main: _____ Room #'s: _____

I do hereby acknowledge that I am aware of and understand the company key policy.

Employee Signature: _____ Date: __/__/__

Office Personnel Initials: _____

All keys that are issued are the responsibility of the above signed employee and shall not be loaned to a third party.

A \$25 per key administrative fee will be assessed for any lost or stolen keys.

The employee is required to return all keys in their name to the above initialed Office Personnel prior to leaving employment.

Key Return Date: _____

Entrance/Building: _____ Main: _____ Room #'s: _____

Employee Signature: _____ Date: __/__/__

Office Personnel Initials: _____