KEY ISSUE LOG					
PRINTED NAME AND SIGNATURE OF INDIVIDUAL RECEIVING KEYS	DATE/TIME ISSUED	STAMPED/ ENGRAVED NUMBER ON KEY(S)	INITIALS OF PERSON ISSUING KEY(S)	DATE/TIME RETURN	SIGNATURE OF INDIVIDUAL RECEIVING RETURNED KEY(S)

The keys listed in this key issue log are the property of the U.S. Government. Duplication of keys, other than those approved by the Key Control Officer is not permitted. Issued keys must remain in the possession of the person that the keys are issued to and will not be loaned. Loss of keys listed in this key issue log must be reported to the Key Control Officer and the department key custodian. Upon transfer or reassignment, all keys issued to me must be turned in to the department key custodian. It is my responsibility to insure that all spaces to which keys in my possession permit access are locked at the end of the work day. My signature constitutes a statement of acknowledgment of receipt of the listed key(s) and that I understand the above provisions for this issue of key or key(s).