

Key Return and Receipt Acknowledgment Form

Please complete this form when returning company-issued keys. This document serves as official acknowledgment that the keys listed below have been returned to the authorized representative.

1. Borrower / Employee Information

Full Name:

Employee / Student ID:

Department / Division:

Phone Number:

2. Key Return Details

List all keys being returned. Please provide the key serial number or room number for identification.

Key Code / Serial Number	Building / Room / Area Accessed	Quantity Returned
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Key Return:

3. Acknowledgment Signatures

By signing below, the returning party and the receiving party acknowledge that the keys listed above have been returned, inspected, and accounted for.

Received By (Authorized Personnel)

Returned By (Borrower) Print Name:

Signature:

Date:

Signature:

Date: