

Receipt for Keys, Safe Combination and Alarm/Access Code

I hereby acknowledge receipt of the following checked keys, combinations and/or access codes. I understand that it is my responsibility to adhere to all policies and controls related to the functions and operations related to use of these keys, combinations and access codes. I also understand that I may not reproduce a key or divulge a combination or alarm/access code, and that I must immediately report the loss or theft of a key. I further understand that unauthorized duplication of a key is grounds for immediate termination. I will safeguard these keys, combinations and codes at all times.

- Front Door
- Office Door
- Receiving Door
- Display Cases
- Rental Door
- Lumberyard Gate
- Garden Shop Gate
- Garbage/Dumpster Lock
- Truck (Specify) _____
- Truck (Specify) _____
- Truck (Specify) _____
- Truck (Specify) _____
- Forklift (Specify) _____
- Forklift (Specify) _____
- Forklift (Specify) _____
- Other Key (Specify) _____
- Safe Combination
- Alarm Code
- Door Access Code (Specify) _____

Employee Signature

Date