KEY ISSUE FORM-Employee

I understand that these keys are property of the University of Alaska Anchorage (PWSCC). I agree to return them to the Business Office upon my termination/resignation, or under directive from Campus Administration.

_____ _____

Employee name printed Employee signature

Issue Date	Room or Lock Description	Key #	Set #	Dean or Department Head Approval	Employee initials	Return Date	Verified	Employee initials	# of Keys