UNIVERSITY OF NORTH DAKOTA

Temporary Key Checkout Form

Building: _____   Multiple Key Holder: _____   Department _____

Terms of usage: By initialing the form below, the user agrees to: 1) Use the assigned key(s) only as authorized. 2) Not use the key(s) for personal use. 3) Not allow other people to use the key(s).   4) Not duplicate or alter the key(s) 5) If the user loses the key(s), he/she will report the loss to their supervisor immediately. 6) Keys are to be "checked out" and "checked in" as authorized. When asked to return the key(s), the user will do so immediately.

Date Out	Time Out	Key #	Area/Rm#	Print Name	Initals	Issued By: (initials)	Date In	Time In	Received by: (initials)

Revised: 3-23-2015