

**Key Receipt**

Name (Print) \_\_\_\_\_

Date: \_\_\_\_\_

Key Number \_\_\_\_\_  
(one key per receipt)

I acknowledge receiving the key with the number shown above. I agree to all of the requirements of the University Lock & Key Policy, including those provisions that state that I may also be charged for the lost key and the costs of re-keying/re-coring locks as a result of the loss of the key. I also agree not to loan, transfer, give possession of, misuse, or alter the key. I further agree not to cause, allow, or contribute to making of any unauthorized copies of the key.

The following applies to CMU Employees:

If I do not return this key before the end of my last day of work, **I authorize CMU to deduct from my final paycheck**

- [Circle one] \$500 grand master
- \$200 building master
- \$100 building sub-master
- \$50 other

Signature: \_\_\_\_\_ Personnel # \_\_\_\_\_

Unit Key Coordinator (print) \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>Keys Received from Lock Shop</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
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**RETURN FORM TO FM LOCK SHOP-COMBINED SERVICES BLDG**