Employee Name			
Employee ID			
Department			
Date of Return			
Key/Access Card Nu	mber		
,			
Description / Locatio	n of Key		
Description / Locatio	n of Key		
	n of Key		
Description / Locatio	n of Key		
	n of Key		
Remarks	n of Key		
Remarks Employee Signature	n of Key		
Remarks Employee Signature Date:			