

**ATTACHMENT XII**

**KEY ASSIGNMENT FORM**

This is to acknowledge receipt of a key \_\_\_\_\_  
for office number \_\_\_\_\_

I recognize that this key is assigned to me, solely, and should not be given to any other employee nor be duplicated.

If this key is lost or stolen, I will report the loss/theft to my supervisor using the Management Notification Form.

Upon termination or employment, I will return the key to my immediate supervisor.

Signed: \_\_\_\_\_  
Employee

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

Signed: \_\_\_\_\_  
Supervisor

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

NOTE: This form should be prepared in triplicate, with one signed copy to be given immediately to the employee, one copy retained by the supervisor, and original forwarded to the Human Resources Division.