

Oklahoma State University Institute of Technology
Physical Plant Services Lockshop

Key Recovery Form

I, _____, am returning the said keys listed below to my supervisor or unit leader. By signing and the returning of this form and keys, I will be relieved from my responsibility of such keys. Also this form is to be signed by the supervisor or unit leader. This form must then be physically delivered with keys to the Physical Plant Services Lockshop for verification by, and signature of Lockshop personnel.

Keys Issued _____

Received By: _____

Signature: _____

Date: _____

Approving Supervisor: _____

Date: _____