

**PHYSICAL PLANT
KEY-Z TRANSACTION RECEIPT**

KEYHOLDER: x _____
DEPT.: _____
ACCT.#: _____

HOW MANY KEYS _____ **DUPLICATE/NEW KEY** _____
BUILDING _____ **ROOM #** _____
NEW EMPLOYEE ? YES or NO (circle one)

DEPT. HEAD APPROVAL: x _____

FOR OFFICE USE ONLY

ISSUED BY: x _____
DATE: _____