Internal Key Authorization Form
EXAMPLE

Key Registry No.	
Key Identification	
Name	
Signature	
Date	

The signature above confirms that on the ____ of _____, _____, _____ (___) individual key(s) was / were provided by Rapid Lock and Door Service. By signing above, the person accepts responsibility for tracking the distribution / collection of keys to / from their staff and / or vendors.

PLEASE SIGN ABOVE, COPY FOR YOUR RECORDS, AND RETURN THE ORIGINAL TO RAPID LOCK & DOOR SERVICE. THANK YOU.

BLANK INVENTORY

Key Name **# of Keys left in Inventory**