

**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:** \_\_\_\_\_