

EMPLOYEE POSSESSION OF KEYS FORM

Upon termination with the Company, keys will be turned into the company in the following manner:

- *Involuntary termination* – Keys will be given to the employee’s supervisor at the time of termination.
- *Voluntary termination* – If the employee gives the Company notice of termination the keys will be turned in to the employee’s supervisor on the last day worked, or sooner if requested by the supervisor.
- *Quit without Notice* – If the employee calls the Company to quit without giving notice the employee will immediately turn in the keys to the office or supervisor. If the employee does not show up for work and does not call with a satisfactory explanation, that employee will be immediately terminated. Keys will be turned in within 12 hours of the employees scheduled time for work.
- *If you lose keys issued to you, report it to your supervisor immediately.*

I, _____ have been given keys to the following:

Client Name and Address	Date
_____	_____
_____	_____
_____	_____
_____	_____

I, _____ have been given the following to use during my employment with [company name]:

Property Assigned:	Date
Gas Card Number _____	_____
Cell phone _____	_____
Vehicle Assigned _____	_____
Other _____	_____

I understand the above policies concerning possession of keys.

Employee Signature

Date

Supervisor Signature

Date