

EOTA – Business Form



Document Title:

Key Check-Out Form

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10_0823	Initial Release



***NATIONAL NUCLEAR SECURITY ADMINISTRATION
Emergency Operations Training Academy***

Key Check-Out Form

Name:		Initial
Suite Key:	Date returned:	
Furniture Key:	Date returned:	
Building Key:	Date returned:	
Other Key(s):	Date returned:	

Terms & Conditions:

I understand that I am responsible for the key(s) assigned to me by the Emergency Operations Training Academy, in Albuquerque, New Mexico, for official use. By signing below, I agree to the following conditions:

1. I will return the key(s) received on or before the date the key(s) is/are no longer required.
2. I accept that I may be held financially responsible for property stolen, lost, or damaged as a direct result of the loss of assigned key(s).
3. I accept that I may be held financially responsible for any facility/furniture repair, replacement, or refurbishment required due to causes related to loss of assigned key(s).
4. I will notify management immediately if key(s) is/are lost or stolen.
5. I will account for, or permit inspection by the property custodian (or designee), upon request or at the time of the return of key(s) issued.
6. The above key(s) shall not be duplicated, modified, loaned or transferred to a second party.
7. The key(s) is/are the property of the U. S. Government. Ownership of all key(s) is vested in, and will remain with, the U. S. Government and the key(s) issued is/are for official use only.

Print Name

Signature

Property Custodian (Print)

Signature

Date Received