**KEY LOG**Key Sign In & Out

*I have received the below key(s) and I agree not to loan, transfer, give possession of, misuse, modify, alter or duplicate this key.   
Failure to return or the loss of this key will result in a $25.00 charge per key.*

*Please sign your name below to agree to this statement.*

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| DATE/TIME KEY OUT | UNI ID NUMBER | FIRST AND LAST NAME **(Print)** | SIGNATURE | KEYMARK | SMALL# (found on UNI side of key) | BUILDING OR ROOM | KEY RETURN  DATE/TIME IN |
| *12/4/14 2:00pm* | *999999* | *John Doe* | *John Doe* | *BH11* | *44* | *CBB  RM 500* | *12/4/14  5:00pm* |
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