



I, _____, accept the responsibility for the key(s) listed below, issued to me with the understanding that it is a patented, restricted key system exclusive to St Andrew United Methodist Church at 5801 W. Plano Parkway, Plano, Texas; that cannot be duplicated except on-site at the church and, being such a key system, I understand that the loss of the issued key(s) can mean a complete re-keying of St Andrew United Methodist Church at a great expense to me. I also understand that the cost of any re-keying may be withheld from my last paycheck.

I understand my responsibility is to maintain this key, (these keys), as a secure possession as they have been checked out, according to the key numbers, solely in my name; until such time that requires I return them back into inventory. I agree to report any loss of these keys to the Administration office.

Signature _____ Cell # _____

Department _____ Supervisor's Signature _____

Director's Signature _____

I will need keypad access to outside doors during off hours.

Please supply five digits (less than 50,000 and the first digit must be 1, 2, 3 or 4) to be used as a unique keypad access code. Your code will require a # at the end when you use it.

_____ #

Key #s	Issue Date	Initials	Return Date	Initials
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTES: _____
