



Key Check-Out Form

Office of Human Resources

1301 West Main • Wilburton, OK 74578

Phone: 918.465.1777 • Fax: 918.465.4421

REQUEST INFORMATION:

Requested for: _____

Date: _____

I am requesting for the following purposes: _____

Department Head Signature: _____

Date: _____

Vice President of Administrative Services: _____

Date: _____

COMPLETED ONCE KEYS ARE RECEIVED:

I have received the keys listed below. Upon transfer of job or termination of employment, I will return these keys to the Human Resources Department during my exit interview.

Requestor Signature: _____

Date: _____

COMPLETED BY MAINTENANCE DEPARTMENT

| KEY # | DESCRIPTION | KEY # | DESCRIPTION |
|-------|-------------|-------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

TO BE COMPLETED BY HR

The keys listed above have been returned to the Human Resources office.

Name: _____

Date: _____