



## KEY ACCOUNTABILITY FORM

These keys are City of Port Townsend property and will be surrendered to the distributing party at the end of employment or at the end of the use period. These keys are not to be copied, loaned or lost. In the event of loss, please report to the distributing party immediately. A key/lock replacement charge may be levied in the event of loss. By signing below you acknowledge receipt of City of Port Townsend facility keys.

Receiver's Name: \_\_\_\_\_

Distributor's Name: \_\_\_\_\_

Key Code	Location	Quantity

*Please list additional keys on back of form*

### Upon Distribution:

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distributor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Upon Return:

Receiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distributor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

