**Key and Access card Checkout form**

|  |  |
| --- | --- |
| **Handed over by:** | **Taken over by:** |
|  |  |

ID:

Type:

|  |
| --- |
| Checkout notes |
|  |
| Place:  |  |
| Date: |  |
|  |  |
|  |  |
| ………………………………………………………signature of the responsible person | ………………………………………………………signature of the employee |
|  |  |