WFU Facilities & Campus Services Lock Shop
Departmental Personnel Key Inventory

PLEASE PRINT ALL INFORMATION **Date**

Department Coordinator

Keyholder Employee's Name	Key # (Full #)	Key Manufacturer	Key Location (if noted on the key)	Key Ring Tab Designation (if applicable)	Quantity (if more than 1)
Example: Adams, Donnie	A7979ZK2282	Sgt KESO		Donnie Adams 3	
Example: Adams, Donnie	WP1020SKD12	KABA Gemini	MEC RMS	Donnie Adams 3	
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