

Tuskegee University Founded by Booker T. Washington

101 Kresge Center • Tuskegee, AL 36088 • (334) 727-8510 • Fax (334)724-4319

Receipt for University Issued Temporary ID(s)

Consultant/Visitor Name: _____

Position Title: _____

Department: _____

Type of key (i.e. office/ front door to building): _____

Number of keys distributed: _____

Serial number on the key(s): _____

Distributed by: _____

Employee signature below confirms that they received the ID(s) listed above and they are responsible for returning the ID upon a transfer or separation of employment or at any time the employer requests. Lost or misplaced ID's are to be reported to your supervisor immediately.

Employee Signature

Supervisor Name

Employee ID Number

Supervisor Signature

Date Issued

Returned to (Name)

Date Returned

Returned to (Signature)
