



Key Request Form

I authorize _____ (employee) to receive one (1) exterior door key to Wellness Pointe.

Supervisor

Date

HR Director

Date

I, _____ have received an exterior door key to Wellness Pointe _____ location. I understand that I am expected to guard against losing key and will be responsible for returning key to HR upon leave of Wellness Pointe employment be it voluntarily or involuntarily. Upon loss of key I understand I must notify my supervisor immediately.

Employee

Date

Facilities

Date