Storage Key
Checkout Log

This form is used to track access to bids housed in the locked storage room. The storage room key is to be kept in a secure location. A log entry is made when the key is requested and upon return of the key. Only authorized personnel are to have access to bids. Individuals requesting the key must initial the log.

Solicitation #	Date	Person	Initial	Time Key Is Checked:	
				Out	In