

**APPENDIX III**

**AMERICAN UNIVERSITY OF BEIRUT**

**PHYSICAL PLANT DEPARTMENT**

**KEY RECEIPT, S/N \_\_\_\_\_ :**

**DATE: / / .**

**BUILDING** \_\_\_\_\_ **ROOM/FLOOR** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**KEY TYPE AND SERIAL NUMBER** \_\_\_\_\_

**SERVICE REQUEST NUMBER** \_\_\_\_\_

**DELIVERED TO** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**NUMBER OF KEYS** \_\_\_\_\_

**RECEIVED BY:**

<b>NAME</b>	<b>TITLE</b>	<b>ID</b>	<b>SIGNATURE</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			

**Please obtain signature of key users and return to Physical Plant.**