LG281 Key Log

Organization name _____

Site name _____ License/premises permit number _____

Key Information: Assignment and/or Change of Key Custody

Keys for pull-tab dispensing devices may not be shared. **Each key** may only be assigned to one organization employee.

Key Number 1 will have access to: ____cash ____tickets ____front door

Key Number 2 will have access to: ____cash ____tickets ____front door

Key Number 3 will have access to: ____cash ____tickets ____front door

Key Number 4 will have access to: ____cash ____tickets ____front door

Keys to the cash compartment must not be assigned to the lessor or any employees of the lessor UNLESS:

1. the device has a separate locked cash box within the cash compartment AND
2. the key is needed to remove and secure the cash box at the close of business for the day.

Key number	Person accepting custody of key [print name]	Signature	Date of key custody change