Department of
Veterans Affairs

# Memorandum

**Date:**

**From:** ACOS/Research and Development Service (R&D)

**Subj:** Acknowledgement of Receipt of Key(s)

**To:**

1. The ACOS/Research and Development Service is responsible for accountability, control and issuance of keys within Research Service. Adequate control of keys being issued to individuals in the service and other departments provides security and protection for employees and government property.

2. Principal investigators are responsible for ensuring that keys are issued only to those individuals whose duties and responsibilities require that they have unrestricted access to the area involved.

3. Personnel who are issued keys should carefully safeguard the keys in their possession. Lost, stolen, or misplaced keys must be reported immediately to the Research Service Office. Bent or broken keys will be replaced without cost. There will be a $10.00 charge for each lost key (this amount may vary in the future).

4. Key(s) must be turned in to the Research Service Office when an employee leaves the program, transfers to another department or no longer needs a key. Research Service administrative staff will note that the key(s) have been returned.

5. By signing and dating below, you will acknowledge that you understand this information, as well as have received the listed key(s).

Michael P. Davey

Michael P. Davey, M.D., Ph.D.

I acknowledged receipt of the key(s) listed below and understand my responsibilities as outlined.

Employee Signature

Principal Investigator Signature

| Key Symbol | Date Issued | Date Returned |
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