



**INSTRUCTIONS FOR FILLING OUT THE GAM/E-032 KEY CONTROL REGISTER SHEET.**

<b>NUMBER</b>	Insert the number accordingly.
<b>ITEM</b>	Insert the name of the key.
<b>CONTROL NUMBER</b>	Insert the items identification as shown on the body of the key.
<b>ISSUE</b>	
<b>NAME &amp; INITIAL</b>	Insert the name and initial of person borrowing the key.
<b>TIME</b>	Insert the time of the key borrowed.
<b>RETURN</b>	
<b>NAME &amp; INITIAL</b>	Insert the name and initial of person borrowing the key.
<b>TIME</b>	Insert the time when the key is return.
<b>STOREMAN INITIAL AND REMARKS</b>	Insert the initial and any remarks by storeman.