

Memorandum

Department of Veterans Affairs

Date:

From: (Department)

Subj: Key Issuance for Atlanta VAMC Employees

To: Locksmith, Engineering Service (138)

Please contact Eric Calderon, Rodney King or Timothy (Mac) McDowell at extension 206361, and/or go to room BC104. The following keys are to be issued to the employee noted below:

Employee's Name:

Supervisor Requesting Key(s) for Employee:

Key(s) - give number & use: Example: 05A782 (Mech Room); 10J037 (office)

Key issue and turn-in times:

Monday thru Friday - 7:30am to 3:00pm

Print and sign
Authorized by:

Date:
