Cooperative Extension Service

Safekeeping Device Log

County _____

Note: When the safekeeping device is accessed, there should be two people present and both must initial the log.

Date	Time	Individual #1 Initials	Individual #2 Initials	Amount (+/-)	Purpose for Entry

Safekeeping Device Log Instructions

This form should be present to record information at all openings/closings of the safekeeping device for an office. This will serve as a historical log of all entry activity and could be referenced in the case of a discrepancy of contents.

Complete each line as follows, each time the safekeeping device is opened:

1. **Date:** Enter the date the safe was accessed
2. **Time:** Enter the time the safe was accessed
3. **Individual #1 Initials:** Enter the initials of the first person present at time of access
4. **Individual #2 Initials:** Enter the initials of the second person present at the time of access
5. **Amount:** Enter the amount placed into, or removed from, the safekeeping device (If no money is placed into, or removed from, this section would remain empty; however the description should clarify why the safekeeping device was accessed)
6. **Purpose for Entry:** Enter a description of why the device was accessed. This statement should define a clear purpose, such as adding or removing funds and/or other items.