

Key Tracking Log and Sign Out Sheet

KEY NUMBER	ISSUED Date/Time	ISSUED BY	ISSUED TO	Turned In Date/Time	Received By
		(Printed Name/Signature)	(Printed Name/Signature)		

District procedures require Directors, Principals, and departmental leadership/supervisors to track and document all key issuance, returns, custody transfers, and lost, stolen or unreturned keys within the district, and provide a copy of the district Key Tracking Log to the BISD Director of Facilities and Police Chief. A Key replacement fee of \$15, per key, will be assessed to any lost or unreturned key. Employees of BISD shall not make available, permit, or otherwise allow another person to use or gain unauthorized access to any BISD property with their issued key. Misuse of this district procedure regarding key tracking and use is a direct violation of BISD rules and procedures. Violations could result in discipline up to and including termination.