



## Agua Dulce Independent School District

### *District Key Request Inventory & Form*

<b>Employee Name</b>		<b>Date</b>	
<b>Campus</b>		<b>Position</b>	
<b>Grade Level</b>			

Sample:

<b>Quantity</b>	<b>Room #/Bldg. Description</b>	<b>Facility: Room / Area; detailed item description</b>
1	103, High School	Science room
1	HS master Key	Master
1	District pad lock key	Pad locks

**Please complete the information required below:**

<b>Quantity</b>	<b>Room #/ Bldg Description</b>	<b>Facility: Room / Area; detailed item description</b>

1. All keys issued must be returned to immediate supervisor if your job assignment changes or if employment ends.
2. Keys may not be given to another person, keys must returned so your name is removed from the key inventory.
3. Supervisor must be notified if keys are lost or stolen.

<b>Employee Signature</b>	<b>Date</b>	<b>Principal/Supervisor Signature</b>	<b>Date</b>