



ATTN: MAINTENANCE DEPT.  
 942 S. Main Street  
 Louisburg NC 27549  
 (919)496-4278 / (919) 496 0305 (fax)

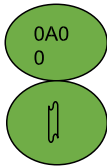
Date \_\_\_\_\_

All requests **MUST** have a name for each key requested and **MUST** be authorized by the Principal or they will be REJECTED!  
**If requesting key cards or fobs please include Name, School and designated area**

School: \_\_\_\_\_  
 Requested By: \_\_\_\_\_  
 Authorized by (Principal): \_\_\_\_\_

Quantity	Key ID # Card/Fob	Assigned to/ Recived By Job Assigment/ Job Area	Room # Bulding	SHOP USE ONLY! Key Code

The Key ID # is stamped on each lock core -- see example below:



ID#  
 Number + Letter + One or more Number

**MAINTENANCE DEPT USE ONLY**

Requests must be approved by Maintenance Director

\_\_\_\_\_ Maintenance Director Signature

\_\_\_\_\_ Date Authorized

\_\_\_\_\_ Recipient's Signature

\_\_\_\_\_ Date

**NOTE:**

Once this form is completed and authorized by the Principal, please fax to Maintenance for approval. The Principal will be contacted if there are any questions/concerns regarding this request.

REVISED: 2/3/09