Saint Paul Public Schools

**Facilities Department**
1930 Como Avenue
St. Paul, MN 55108

Custodial Services ● Energy & Waste Management ● Environmental Health & Safety Furniture & Moves ● Grounds ● Maintenance ● Facility Planning ● Capital Project Delivery

**Office:** 651-744-1800 **Fax:** 651-270-8362 spps.org/facilities facilities@spps.org

# Key Receipt Form

I received the key listed below and accept responsibility for its security. I understand that this key SHALL NOT be duplicated. If the key is stolen or lost, I will report that fact to my supervisor and my BAC on the same or next work day. I will not lend the District key issued to me to any other person. I understand that the District key issued to me is for the purpose of conducting District business and no other purpose.

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|---|
| **Name:** |
| **Building:** |
| **Room Description (Name or Number) :** |
| **Key Number:** |
| **Serial Number:** |

Please describe the business reason you are requesting a District key:

_____

_____

Signature: _____ Date: _____

Print Name: _____

If the key(s) is/are lost/stolen, I understand that I must pay a $20.00 non-refundable fee per replacement key(s). If the key(s) is/are lost/stolen, a police report must be furnished before a new key(s) will be issued.

I agree to follow and abide by the Key Access Card Procedure found here: https://www.spps.org/Page/31524

*Please sign, date and return this receipt to Facilities Maintenance Lock Shop at 1930 Como Avenue* *Rev 8/2019*