

DI Building Keys

DI

Building keys to any USD 439 school building shall be in the custody of the superintendent, the building principals, and custodians. Other employees of the district, board members, and patrons may be issued, when appropriate, by the building principal.

All persons having keys in their possession shall sign an affidavit stating that for each key issued that is lost or not returned, they agree to pay a \$20.00 fee if imposed by the district. For special occasions, keys may be checked out for up to 72 hours from the building principal with the same requirements.

Approved: 11/20

KASB Recommendation – 6/97; 5/20

DI BUILDING KEYS

AFFIDAVIT

As of this date, I am in receipt of the keys enumerated below, necessary for the performance of my duties in USD 439, Sedgwick, Kansas.

For each key issued that is lost or not returned, I understand I may be charged

_____ Key(s) issued to (Signature)		_____ Date
Room/Building	_____	Key # _____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

_____ Building Principal	_____ Maintenance Supervisor
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