

Mathis Independent School District  
410 East San Patricio Ave.  
Mathis, Texas 78368  
(361) 547-3378



## Key Request Form

Date Keys Request: \_\_\_\_\_

Date Keys Needed: \_\_\_\_\_

Number of Key Copies Needed: \_\_\_\_\_

### Purpose of Key Request

Campus: \_\_\_\_\_

Classroom#/Office Name \_\_\_\_\_

\_\_\_\_\_  
Person Requesting Key (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Safety Director Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Keys Given by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Order #

\_\_\_\_\_  
Signature of Delivery

\_\_\_\_\_  
Date

\*PLEASE MAKE SURE TO FILL OUT EVERYTHING IN RED BEFORE SENDING FOR APPROVAL. KEEP IN MIND KEYS REQUEST MUST BE APPROVED BY SUPERINTENDENT SO PLEASE SEND IT WITH TIMELY MANNER.