



PATCHOGUE-MEDFORD SCHOOLS
BUSINESS OFFICE
241 South Ocean Avenue
Patchogue, NY 11772

KEY REQUEST FORM

ALL KEY REQUESTS MUST BE SUBMITTED TO:

*** BUSINESS OFFICE-ATTENTION FRANK MAZZIE ***

From: _____

Building: _____ Date: _____

Key(s) serial number (if any) _____

What is key(s) for? _____ Interior _____ Exterior

PLEASE SPECIFY LOCK LOCATIONS: _____

To whom is the key(s) being issued? _____

Why is the key(s) needed? _____

BUILDING PRINCIPAL SIGNATURE: _____

REMINDER:

- a] If a staff member loses District keys, the Business Office must be notified **immediately**.
- b] Under no circumstances are exterior door keys to be issued to persons without security codes.
- c] Requests should be kept to an **absolute minimum**.

BELOW FOR BUSINESS USE ONLY

____ Request approved

____ Request denied