



CONTRACTOR/VENDOR KEY ISSUANCE

CAMPUS/DEPARTMENT: _____

COMPANY NAME: _____

KEY HOLDER: _____

PHONE #: _____

KEY ISSUANCE:

KEY #/FUNCTION	DATE ISSUED	INITIAL	DATE RETURNED	INITIAL

By signing below, I agree to the following terms:

1. I, the undersigned, acknowledge receipt of the key(s) designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above key(s) nor any other key(s) belonging to Carrollton-Farmers Branch ISD.

2. I will return all keys issued to me upon project completion or District requests.

3. I will, in the event of a lost or stolen key, report the incident immediately to the Assigner and may be responsible for covering the cost of replacement.

- Great Grand Master Key: \$500.00
- Exterior Master Key: \$150.00
- Interior Master Key: \$150.00
- All other keys: \$35.00

KEY HOLDER'S SIGNATURE: _____

ASSIGNER'S SIGNATURE: _____