



Requester Information

Name of Requester: Position:

Keys Requested:

Additional Request: ☐ Gate Clicker ☐ Alarm Code

Reason Requested: ☐ Lost Key ☐ New Hire ☐ Other:

I understand the following: **I must protect keys at all times. It is not permissible for students to have possession of keys at any time. If key(s) are lost, I am to report it to my immediate supervisor and the Maintenance and Operations office immediately. I further understand that I may be charged \$5.00 for any replacement key.**

Employee Signature

Date

Approvals

☐ Approved ☐ Denied

☐ Approved ☐ Denied

Assistant Superintendent of Business

M.O.T. Director

Locksmith Use Only:

Key Issue Information

Date Received:

Keys Issued:

Additionally Issued:

☐ Gate Clicker

☐ Alarm Code

Date Issued:

Locksmith:

Key Collection/Disposition

Returned: ☐ All Keys ☐ Clicker

Date Returned:

☐ Partial:

Locksmith:

Document any outstanding keys.