



WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT REQUEST FOR KEYS

When additional keys to any lock in the White Settlement School District are needed, the request for the duplication of keys must be submitted to the district's maintenance office on this form. Private duplication of keys by individuals could result in disciplinary action, ranging from reprimand to immediate discharge.

SCHOOL _____

The following keys are needed:

KEY DESCRIPTION	QUANTITY	PURPOSE OR INDIVIDUALS TO RECEIVE KEYS

Operations Director

_____/_____/_____
Date

Signature of Principal/Director

_____/_____/_____
Date

Locksmith

_____/_____/_____
Date

IMPORTANT

The loaning of keys and the duplication of keys is prohibited. The loss or loaning of keys may result in the individual being responsible for paying the cost of rekeying all doors that fit the key or keys that were lost or loaned.

Received

Date ____/____/____

Turned in

Date ____/____/____