

Dietrich School District No. 314

9500F

SCHOOL FACILITIES

Key Issue Form

School Administrators will determine the area(s) to which employees will be authorized to have keys.

Accurate and current records shall be maintained of keys that have been issued. All employees or other personnel who are issued keys, will sign for/and acknowledge their responsibilities pertaining to the keys.

Keys will be issued to employees based on their areas of responsibility. It is the responsibility of the employees to keep their district issued keys secure. If in the event an employee should lose their key(s), they will reimburse the district for re-keying of the doors to which the lost keys applied.

Keys are to be returned to the office at the end of the school year, sports season or other activities unless otherwise authorized by school administrators.

Dietrich School Key Issue

Name _____ Date _____

Key # or Name	Date Out:	Initial	Date In:	Initial	Date Out:	Initial	Date In:	Initial	Date Out:	Initial	Date In:	Initial

My signature indicates I have been issued the aforementioned keys; that I have the sole responsibility for keeping these key(s) secure. If I should lose my key(s), I shall report them missing immediately. If they are not recovered I shall reimburse the district for the total cost of re-keying the areas to which they pertain.

X _____
Employee Signature

Key Return Verification at end of employment with District

These key(s) _____ have been returned on this

Date: _____

Verified by: _____