

Hardin ISD Key Form

Name: _____ Date: _____

Assigned Dept. or Campus: _____

List of current keys by location:

Key Issue Agreement: In return for the loan of this key, I agree; 1) Not to give or loan this key to others; 2) Not to make any attempts to copy, alter, duplicate, or reproduce the key; 3) To use the key for authorized purposes only; 4) To safeguard and store the key securely; 5) To immediately report a lost or stolen key ;6) Produce or surrender the key upon official request, I also agree that if the key is lost, stolen, or not surrendered when requested a charge that reflects the cost of changing any and all locks affected may be assessed.

Signature _____

Key Request:

Name of Requestor: _____

Issue Type: **New** **Reissue** **Temporary**

Explain Circumstances: _____

Administrator Signature: _____

Date of Issue: _____

Key Return:

Key Return date: _____ By: _____

Return Reason: **Resigned** **Lost** **Broken** **Stolen** **Other**

Explain Circumstances: _____

Maintenance Director Signature: _____