

LOUISIANA SCHOOLS FOR THE DEAF-VISUALLY IMPAIRED

KEY REQUEST FORM (Revised 11/26/18)

Check One: ☐ New Staff ☐ New Assignment ☐ Replace Lost Key ☐ Temporary Issue (Specify Below)

Coaching Sport: _____

Other: _____

Requestor: _____ Program/Department: _____
(Please Print)

Phone Ext: _____ E-Mail: _____ Date: _____

Key(s) Requested: (Specify One(1) Key per Line; Three(3) Keys per Form)

1) **Single Door Key:** Bldg Name/# _____ Room Name/# _____

Master Key: Interior (Specify Bldg/Section) _____ Exterior: (Specify Bldg) _____

State Vehicle Key (Make/Model) _____ License Plate # _____

FOR OPERATIONS USE ONLY			
Key Serial # _____	Key File # _____	Construction Phase _____	
Date Entered _____	/Intls _____	Date Key Returned _____	/Intls _____

2) **Single Door Key:** Bldg Name/# _____ Room Name/# _____

Master Key: Interior (Specify Bldg/Section) _____ Exterior: (Specify Bldg) _____

State Vehicle Key (Make/Model) _____ License Plate # _____

FOR OPERATIONS USE ONLY			
Key Serial # _____	Key File # _____	Construction Phase _____	
Date Entered _____	/Intls _____	Date Key Returned _____	/Intls _____

3) **Single Door Key:** Bldg Name/# _____ Room Name/# _____

Master Key: Interior (Specify Bldg/Section) _____ Exterior: (Specify Bldg) _____

State Vehicle Key (Make/Model) _____ License Plate # _____

FOR OPERATIONS USE ONLY			
Key Serial # _____	Key File # _____	Construction Phase _____	
Date Entered _____	/Intls _____	Date Key Returned _____	/Intls _____

AUTHORIZED SIGNATURES (required)

Supervisor: _____ Date: _____

Program Director: _____ Date: _____

Operations Director: _____ Date: _____

SSD Chief Operations Officer Initials: _____ (Required for SKD and Interior/Exterior Master Keys)

EMPLOYEE RECEIPT OF KEYS

A charge of \$3.00 per key will be accessed for lost/stolen keys. Request for replacement of lost/stolen keys must be accompanied by a Report of Lost/Stolen/Damaged Key form. (Forms can be found on the Intranet). Duplicating or replacing keys through an outside vendor is prohibited.

Keys may NOT be transferred to other employees. Once signed for, the requestor is responsible for key until such time that it is turned back in to Operations. Unwanted/obsolete keys, or keys from transferring or terminating employees, MUST be returned to the Operations Dept.

MY SIGNATURE ACKNOWLEDGES HEREWITH THAT I HAVE RECEIVED THE REQUESTED KEY(S).

Requestor's Signature

Date