



Site Key Receipt Signature Form

In the interest of security and safety, Poudre School District requires that all persons checking out keys provide the following information:

Name: _____ Employee ID Number: _____
 Address: _____ Home Phone: _____
 City, State, Zip: _____ Work Phone: _____
 Site Location: _____ Date of Birth: _____

Keys and access codes to district buildings will be issued only to those employees who require unrestricted access to the buildings. Facility use keys and access codes may be issued for the specific area of use.

Under no circumstances shall anyone who is issued a key or access code be allowed to release or loan the key or access code from their possession to anyone for any reason.

Re: Superintendent ECAB Policy: Access to District Facilities

I understand that upon the reassignment or termination of my employment with Poudre School District, I am required to turn in the key(s) to my site manager or designee or a "lost key charge" shall be levied. This charge shall consist of all re-keying costs resulting from the actual compromise of district security.

The lost key charge will be deducted from the employee's paycheck unless such charges are already paid by the employee.

Location	Key	Serial Number	Date Returned

Signature: _____ Date: _____

For Office Use Only		
Issued By/Comp Entered	Returned Date/Comp Entered	Authorized/Requested By
_____	_____	_____