

# Pixley Union School District

## Key Request Form

Employee who key(s) will be assigned to \_\_\_\_\_ Site \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Key(s) for building(s) \_\_\_\_\_

Original Issue \_\_\_\_\_ Replacement of lost key \_\_\_\_\_ Replacement of broken key (attach broken key) \_\_\_\_\_

Key is for: Permanent Use \_\_\_\_\_ Temporary Assignment \_\_\_\_\_ Date due back (if temporary) \_\_\_\_\_

The undersigned Employee agrees to the following:

1. I will not duplicate the key(s) under penalty of California Penal Code Section 469, which states "any person who knowingly makes, duplicates, causes to be duplicated, or uses, or has in his possession any key to a building or other area owned or operated by a public school district without authorization from the person in charge of such building or area or their designated representative, and with knowledge of the lack of such authorization, is guilty of a misdemeanor."
2. I will not loan the key(s) to anyone.
3. I will return the key(s) to the Human Resources Department when my employment terminates, or upon request of the PUSD.
4. I agree to use the key(s) for approved PUSD purposes only and will be responsible for security and safeguarding of the assigned Key(s).
5. I understand that loss or misuse of this key may result in financial damages to PUSD and myself.
6. I understand that any abuse or neglect in this area may lead to serious disciplinary consequences.
7. If any key(s) are lost or misplaced, please notify your site administrator immediately.

Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

M & O Director \_\_\_\_\_ Date \_\_\_\_\_

### ***For Office Use Only***

Key Number(s) \_\_\_\_\_

Employee Issuing Key \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_