

**CHARLOTTE PUBLIC SCHOOLS
KEY AUTHORIZATION FORM**

9/11/06

Employee Name: _____ Employee # _____ School/Location # _____

Key to be Issued _____ Key Number _____
(If multiple keys, please log in table below.) Building/Classroom/Other _____

Authorizing Signature: _____ Date: _____
Please circle one: Principal/Supervisor/Administrator

Key Distributed on: _____ Exceptions/Comments: _____
Date

Employee Signature: _____ Date: _____

Operations Department Authorized Signature: _____ Date: _____

(SEE NOTE BELOW)

Key Returned on: _____ Exceptions/Comments: _____

Employee Signature: _____ Date: _____

Operations Department Authorized Signature: _____ Date: _____

KeyAuthFormRev082906

NOTES:

- 1. ALL KEYS must be returned to the Operations Office and Operations staff must sign the authorization form. Do not pass your keys along to another person.**
- 2. One key fob for outside doors will be issued at no charge to staff authorized to receive this device. A \$25.00 fee will be assessed if your key fob is lost and requires replacement.**
- 3. Staff issued keys MAY NOT DUPLICATE those keys. Duplication of keys must be authorized by supervisors and operations staff as indicated on this form. Keys will be duplicated by Charlotte Public Schools' service provider.**

KEYS ISSUED

<u>QTY</u>	<u>KEY ISSUED</u>	<u>KEY #</u>	<u>DATE RETURNED</u>