



Grand Prairie Independent School District Key Control Procedures

Attachment A

Key Control Request Form

When additional keys to any lock in the Grand Prairie Independent School District are needed, the request for duplication of keys must be submitted and requested through the Employee Key Request form.

School/Department: _____

Key Description	Quantity	Purpose or Justification to Receive Keys

Key Control Supervisor

Superintendent of Schools, Site Key Administrator, Principal,
Central Office Administrator or Department Head

Name

Name

Date

Date

Important

Employees are personally financially responsible for loss of keys issued to them during their employment. Each key has the following replacement cost:

- Great Grand Master (GGM) - 500.00
- Exterior Master Keys - \$150.00
- Interior Master Keys - \$150.00
- All Other Keys - \$35.00
- Vehicle Keys - Cost to duplicate by manufacturer

Acknowledgement of Receipt of Keys

I, the undersigned, acknowledge receipt of the keys designated above for distribution to the appropriate staff member(s). Any keys not physically in possession of an authorized staff member will be kept in a locked key safe or vault. I understand that the issuance and receipt of all keys shall be in writing and approved by me. I further understand that I am responsible for an up-to-date record of any and all keys issued and will email copies to the Key Control Center.

Received by:

Name: _____

Date: _____