



# Grand Prairie Independent School District Key Control Procedures

## Attachment E

### Key Return Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

School or Department: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**The  
Following  
Key(s) Were  
Returned:**  
List Key  
Numbers And  
Quantity

Qty	Key Number		Qty	Key Number		Qty	Key Number

The signatures below certify that the keys listed here or on the attachment were returned to and accepted by the Facilities Office.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Capital or Facilities Signature: \_\_\_\_\_ Date: \_\_\_\_\_