



Employee Key Request

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 an eMaint work order with the Employee Key Request form attached to the work order. Private duplication of keys by individuals could result in disciplinary action, ranging from reprimand to immediate discharge.

School/Department: _____

Key Description	Quantity	Purpose or Individuals to Receive Keys

Locksmith

Signature of Principal/Director

Date: _____

Date: _____

Important

Grand Prairie ISD keys are available for approved employees while employed with GPISD. Employees are financially responsible for loss of keys issued to them during their employment. Each key had the following replacement cost:

- Exterior/Athletic Master Keys - \$100.00
- Interior Master Keys - \$75.00
- All other Keys - \$35.00

Keys are not to be borrowed by any other individual. You are responsible for the key issued to you until you return them. Keys that are deemed damaged by the Chief of Operations or his/her designee will not be charged a replacement fee but will be replaced at no charge once the damaged key has been returned. If the loss involves a master key and rekeying the building is necessary, you may be responsible for the entire cost. A replacement cost of \$20 will be charged for losing access cards for employees and \$5 for substitutes.

Received

Turned in

Date: _____

Date: _____