

The School Board of Gadsden County



"Building A Brighter Future"

ROGER P. MILTON
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD
QUINCY, FLORIDA 32351
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<http://www.gcps.k12.fl.us>

MEMORANDUM FOR: **Director of Facilities**

FROM: (Click or tap here to enter name) *(Principal's Name)*

SCHOOL: (Click or tap here to enter name)

RE: **KEYS**

DATE: Enter a date.

Please accept this as my key request for the following rooms:

Room No.	Quantity	Room No.	Quantity	Room No.	Quantity
0000	00	0000	00	0000	00
0000	00	0000	00	0000	00
0000	00	0000	00	0000	00
0000	00	0000	00	0000	00

JUSTIFICATION:

(Click here to enter reason for requesting keys.)

AUTHORIZATION:

(Click or tap here to enter name)
Director of Facilities

Enter a date.
Date

Keys made by

Date

Keys received by

Date

AUDREY LEWIS
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

STEVE SCOTT
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

CHARLIE D. FROST
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

TYRONE D. SMITH
DISTRICT NO. 5
QUINCY, FL 32353