WEST JEFFERSON SCHOOL DISTRICT #253 KEY REQUISITION FORM

POSITION/EVENT: (Teacher, Coach, Advisor, Event, Etc.) REQUESTING ACCESS TO: ACCESS DATE(S): I accept responsibility for the key/keys issued, and agree to the following terms I will not loan the keys. I will check and lock all doors. The building and grounds will be left the way they were found or better keys will be returned to the District Office after event or position has a SIGNATURE OF PERSON MAKING REQUEST: APPROVED BY: DATE: APPROVAL COMMENTS:		
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