

Key Issuance Form for Bloomington Schools

(Section to be completed by person requesting keys)

Note: Key should not be duplicated except by Central Maintenance.

Date: _____

Name Transferred from: _____

Name Issued to: _____

Home address: _____

Home phone number: _____

Employee I.D. Number: _____
*(same as payroll I.D. number)

Department: _____

Key (s) for building: _____

Key (s) for room (s): _____

Description: _____

Print Name

Signature

Print Name

Supervisor Approval

Director Approval (**MUST HAVE**)

(Section to be completed by **Central Maintenance**)

Key Mark _____

Serial Number _____

Make _____

Pin Number _____
(Schlage Only)

Key Cabinet Number _____

Hook Number _____