KEY REQUEST LOG

I, the undersigned, having read the **KEY CONTROL POLICY 403.4** of the Idaho Falls School District 91, and, as an employee of the District, agree to uphold the Policy as follows:

1. I will be personally responsible for the loss of any key or keys listed below.

2. I will not duplicate or permit anyone else to duplicate any key or keys assigned to me, or borrow any fellow employee's keys for duplicating.

3. I will assume full responsibility for loss or damage resulting from lending any key listed on this key receipt.

4. In case of loss or theft of any listed keys, I will immediately notify the Principal or Administrator who issued the keys to me.

5. I will return all keys to the Principal or Administrator as part of year-end clearance (or when no longer needed in performance of my duties), or in the event of termination of employment.

KEY LOG:

Key Number	Location	Key received by:	Key returned:	Approved by: