



Forward Thinking, High Achieving.

MCPS Employee Key Agreement Form

SCHOOL COMPLETES: *(All fields are required.)*

Date: _____ School: _____ Room Number: _____

Last Name: _____ First Name: _____

Phone: _____ Employee ID#: _____ Supervisor: _____

Keys Needed

(Please use the back of the form if you need more space.)

Supervisor Signature _____ **Date:** _____

Disclaimer

- Issued key(s) are the responsibility of the employee, and not subject for loan to a third party.
- A \$15 per key administrative fee may be assessed for any lost or stolen keys.
- Employees are required to return all keys to their supervisor.

Employee Signature: _____ **Date:** _____

Return this form to the Maintenance Shop attention Keaton Surratt or Bruce Mix. You will receive a copy of this form with your keys.

OPERATIONS & MAINTENANCE COMPLETES:

Issued Keys

Key Type	Key, FOB or Card Number	O & M Initials	Key Type	Key, FOB or Card Number	O & M Initials