



KEYCARD REQUEST

To request an access keycard, complete and return this form to Facilities.

You will receive your keycard at your building (via interschool mail) within a couple of days.

If you are replacing a lost keycard, please return this form along with the \$10 replacement fee (check or cash).

Please Type or Print Legibly

REQUEST TYPE (check one): New Keycard Replacement Keycard: __Broken __Lost/Stolen (\$10)

Name:	KUSD EmployeeID#:
Job Title(s):	If you are not employed by KUSD (check one): <input type="checkbox"/> Outside Agency/Contracted <input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Other: _____
Building(s):	

By my signature and submission of this request, I understand & agree to the following keycard procedures:

- I certify that the information I have provided on this form is accurate and truthful.
- The keycard issued to me is property of KUSD and I will return it upon my separation from KUSD.
- The keycard I receive will remain issued to me for the duration of my employment and is non-transferable.
- I will not loan, share, transfer possession of, misuse, and/or alter the keycard in any way.
- In the event my keycard is lost or stolen, I will promptly notify Facilities to have it deactivated.
- It will be my responsibility to pay the \$10 replacement fee to replace a lost keycard.

SIGNATURE: _____ TODAY'S DATE: _____

ADMINISTRATION APPROVAL: (To be Signed by Your Principal/Supervisor)				
I hereby authorize this individual to have keycard access to the school building(s) listed above:				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">_____</td> <td style="width: 40%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Administrator's Signature</td> <td style="border: none;">Date</td> </tr> </table>	_____	_____	Administrator's Signature	Date
_____	_____			
Administrator's Signature	Date			
Additional Comments: _____				

FACILITIES OFFICE USE ONLY:

Keycard #: _____

__ Lost/Deactivate _____

Processed: _____