

Key Control Agreement Galena Park Independent School District

1. I, the undersigned, acknowledge receipt of the key(s) designated below. I also agree not to loan, transfer, give possession of, misuse, modify or alter the below key(s). I further agree not to cause, allow or contribute to the making of any unauthorized copies of the below key(s) nor any other key(s) belonging to the District without express permission of the District.
2. I understand and agree that violation of this agreement may render me responsible for the expense of a re-lock for any affected areas. I also acknowledge that the cost of such re-lock could run into thousands of dollars depending upon the level of key lost.
3. If any key(s) are lost or stolen, I will report the lost or stolen key(s) to the Director of Security at 713-875-4255, 832-386-1217 or FAX 832-386-1436.
4. I will return all keys issued to me upon District request or employment termination. All keys must be returned before a final check will be released. Failing to return key(s) will result in reimbursement /restitution being deducted from my final check. See item #5.
5. I will pay Galena Park Independent School District the amount of \$10.00 per sub-master and/or classroom door keys or \$100.00 per grand master, building master and/or exterior door keys. This amount is in addition to any re-locking charges accrued as stated in item #2.

I understand and agree that any willful violation or infraction of any part of this agreement shall be considered full and sufficient cause for disciplinary action against me, which may include termination of employment.

Campus	Room #	Key #	Date Issued/By	Date Returned/To

Employee Name/Type or Print

Employee Signature

Date Signed

Employee Title/Office Number

Section

Phone/Ext.#.

In the event the employee is transferred or quits, the Supervisor should take the key(s) from the transferring/leaving employee and return them to Security so that they may be reissued and accountability maintained. Note: See item 4.