



The Harker School

Key Request Form

Minimum of 5 business Days Required for Processing After Completed Form is Received

Note: Approvals from direct supervisor and division head of campus to be accessed are required.

Instructions:

- | | | |
|---------------------------------------|----------------------------------|---|
| 1) Complete Request Fields | 3) Sign Employee Agreement | 5) Obtain Division Head's Signature |
| 2) Print Document or Save as New Doc. | 4) Obtain Supervisor's Signature | 6) Submit to Dan Rohrer for Fulfillment |

Requestor Information:

Employee Name:	Today's Date:
Home Department:	Office/Classroom #:
Home Campus: STG UNN BKN BYN WIN	Phone #:

Keys:

Site: STG UNN BKN BYN WIN	Site: STG UNN BKN BYN WIN
Building Name:	Building Name:
Room #/Description:	Room #/Description:
Reason:	Reason:
Site: STG UNN BKN BYN WIN	Site: STG UNN BKN BYN WIN
Building Name:	Building Name:
Room #/Description:	Room #/Description:
Reason:	Reason:

Sign:

Employee Agreement: I acknowledge my responsibility for the safe-keeping of keys received from The Harker School. I will not attach them to my ID lanyard, copy, lend or neglect the safeguarding of these keys. I will return any keys requested by Harker Administration at any time and all keys upon termination of employment.

Employee Signature: _____

Approvals:

Supervisor's Name: _____ (Please Print) Supervisor's Signature: _____

Division Head's Name: _____ (Please Print) Division Head's Signature: _____
(*Must be signed by Division Head or * Administrator below)

*Approved Administrators: K. Allen, P. Barsky, E. Barth, M. Bradford, P. Dickinson, J. Gargano, K. Giammona, S. Hale, D. Cope, K. Lobe, J. Rosenthal, B. Yager

Submit:

Print form & obtain required signature. Email to keyrequest@harker.org

Office Use Only:

Notes: _____

Date Completed: _____ Name/Initials: _____