



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, S. Leonard, K. Lobe, J. Rosenthal, B. Yager

Submit:

Print form & obtain required signature. Send by courier to Dan Rohrer @ Bucknall Campus

Office Use Only:

Notes: _____

Date Completed: _____ Name/Initials: _____