



## Key Control Agreement Saddleback Valley Unified 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/agree that violation of this agreement may render me responsible for the expense of a re-key for any affected areas. I also acknowledge that the cost of such re-key could run into thousands of dollars depending upon the level of the key lost.
3. If any key(s) are lost or stolen, I will report the lost or stolen key(s) to my Supervisor. An Unusual Incident Report needs to be completed by an Administrator of the site.
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 Saddleback Valley Unified School District the amount of \$10.00 per sub-master and/or classroom door key or \$50.00 per grand master, building master and/or exterior door key. This amount is in addition to any re-keying 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.

Site	Room #	Key #	Date Issued	Date Returned

\_\_\_\_\_  
Employee Name/Type or Print                      Signature                      Date Signed

\_\_\_\_\_  
Title                      Site                      Phone/Extension

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 Facilities so they may be reissued and accountability maintained. Note: See Item #4

\_\_\_\_\_  
Supervisor Approval-Type/Print                      Signature                      Date

\_\_\_\_\_  
Title                      Site