



CENTER POINT INDEPENDENT SCHOOL DISTRICT

LOST KEY FORM

Campus / Facility: _____

Employee responsible for key: _____

Position: _____

Key # _____

Incident Description: _____

Employee Signature

Date

Supervisor / Principal Signature

Date

As per the CPISD Key Policy and Procedures, under Lost Keys:

“Lost keys shall be reported to the immediate Supervisor. The employee who was issued the key shall complete a “Lost Key” form and shall be assessed a \$30.00 fee for a replacement key. The person to whom the key was issued is responsible for its use. Fees to re-key the affected locksets may be assessed to the party who lost the key.

In the event that a Building Master Key or Sub-Master Key is lost, the person losing the key will be held liable for costs incurred in re-pinning all areas accessible to the lost key.”

This form must be returned to the Supervisor along with a copy of the Business Services Department receipt.