

OXFORD PUBLIC SCHOOLS



KEY RECEIPT AGREEMENT

ISSUED TO: _____ DATE: _____

POSITION: _____ BUILDING: _____

Door Location: _____ Key Mark: _____

Door Location: _____ Key Mark: _____

Door Location: _____ Key Mark: _____

Key Description: _____

Key Description: _____

I understand that the above-referenced key(s) is the property of the Town of Oxford and is on loan to me. Use of this key(s) is a revocable privilege granted to me for the intended purpose. By accepting the identified key(s), I hereby agree to take diligent care and promptly report any loss thereof. I further agree to not give possession of said key(s) to any other person or cause or allow any copies to be made of such key(s). I further agree to said key(s) to the issuing office upon demand or when my need for said key(s) no longer exists. I understand that any violation of this agreement may result in monetary charges to me to re-key the affected areas.

Signature: _____ Date: _____

Approved By: _____ Title: _____

KEY RETURN

I, _____ hereby acknowledge the return of the above-referenced key(s) and physically accept possession of said key(s) on behalf of the Oxford Public Schools.

Signature: _____ Date: _____