

# Replacement Key Request

Per Board policy site administrators are responsible for issuing District supplied keys to their building personnel. District personnel are responsible for district key(s) issued to them. If a key is lost, stolen or damaged employees are required to notify their site administrator immediately.

Damaged keys must be surrendered at the time the new key is requested. Lost or missing keys will incur a \$5.00 replacement fee per key that must be paid at the time the key is requested.

Payment must be made by check, money order (Made out to: Oklahoma City Public Schools Attn: Treasury Services) or credit card. **No Cash Please.**

Name of Person Requesting Key

Phone Number of Person Requesting Key

Site Name

Room Number

Key Number

Reason for key replacement

If paying by credit card call (405) 587-0173

Confirmation number (required if paying by credit card)

Check or Money Order (No Cash) Enclosed Made out to: Oklahoma City Public Schools  
Attn: Treasury Services

Damaged/Broken Key enclosed

Principal or Site Administrator Name

Principal or Site Administrator Signature

Key replacement requests cannot be processed without payment and the signature of the Principal or Site Administrator.

Send completed form to the **Treasury Services** by interoffice mail. Once payment is received Treasury Services will forward this form to the Safety Office. Replacement keys will be sent to the site by interoffice mail.