

TURTLE MOUNTAIN SCHOOL DIVISION	3 – J
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RECORD OF SECURITY ITEMS

I, _____ acknowledge that I have received the following

New key number: _____

Old key number: _____

Security Item(s):

- External Door School Key
- Internal Door School Key (Classroom)
- Main Office Key
- Safe Combination

Location: _____

Upon receiving the above noted item(s), I agree to the following:

1. The above item(s) will be kept secure and not be lent to any other individual(s).
2. If any of the above item(s) are lost or stolen it will be reported to the Secretary-Treasurer as soon as possible.
3. Upon termination of employment, item(s) will be returned to the Division Office no later than the last day of work.
4. Item(s) will not be duplicated.

Employee

Date