

To: **Superintendent**

From: _____

Date: _____

Re: **Request for Lock/Key Services from LACKEY LOCK & KEY**

Please allow Mr. Lackey to make replacement keys for the following:

Quantity	Location/Room Number	Person to whom key will be issued	Reason for Replacement	Re-Key (R) or Duplicate Key (D)	**Key Number

** Please give detail as needed and note stamped number on key

Thank you,

Signature of Requesting Administrator

Date

Approved By: _____
Superintendent

Date