



**BETHLEHEM AREA SCHOOL DISTRICT  
KEY DISTRIBUTION LIST**

Work Order #: \_\_\_\_\_ Maint Administrator: \_\_\_\_\_

Request Date: \_\_\_\_\_

Building: \_\_\_\_\_

Name of Employee Requesting the Key (Print)	Number of Keys Requested	Number on Key or Core	Door Number	Reason for Request

\_\_\_\_\_  
Authorized Signature (Principal):

Received Key(s) \_\_\_\_\_  
Principal/Principal Secretary

Key Maker: \_\_\_\_\_