



"Making a Positive Difference"

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

Lost/Stolen Key Compensation Form

30 EAST TEXAR DRIVE
PENSACOLA, FL 32503
PH.850/469-5586, FAX 850/469-5548
<http://www.escambia.k12.fl.us>

MALCOLM THOMAS, SUPERINTENDENT

TO: Revenue Department

FROM: Facility Access Key Controller _____

School/ Department: _____

DATE: _____

AMOUNT: _____

RE: Monetary Penalty for Lost or Stolen Facility Access Keys

The enclosed fine assessment in the amount of \$_____ for Access Key Control Policy violation at the above referenced facility is being forwarded to the Escambia County School District Revenue Department to be deposited into the General Fund. A copy of this memo is also being forwarded to the Key Control Manager in the District's Locksmith Department for recordkeeping purposes.

c: Key Control Manager, Locksmith Shop-Maintenance Services

Affirmative action / equal opportunity employer

Attachment #5
05-04-d3