



Card Access Request Form

Request Date: _____	Expiration Date: _____
College and/or Building: _____	Department: _____
Name: _____	Position: _____
Banner #: _____	Telephone Ext.: _____
Dept. Chairperson: _____	Approved Signature Dean/Director: _____

Current Access: (List Room Numbers)

Instructions for Room Access Type Code

Under the heading "Access Requested to Room #", please indicate your required Door Access Type Code as follows:

Type 1: Entry Only = Code (E) a single swipe entry

Type 2: Lock/Unlock = Code (DS) a double swipe entry

Example: #301, 302, 305 (E), #303, #304 (DS) or #301(DS) #305(E)

Access Requested to Room #: (Please Indicate Access Type Code after Room #) (E) = Enter Only, (DS) = Lock/Unlock

Card Not Working In Room #:

PLEASE FAX YOUR REQUEST TO EXT. 2493

Date Work Order Entered: _____	Date Entered into Onity: _____
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