INSTRUCTIONS

- **Attach the completed form to a Key Request at *http://workcontrol.bsu.edu*. Use the Linked Document icon located in the left menu bar of the Key Request form.**

- **Submit each room on a separate Key Request and with a separate *Card Access form*.**

- **Lists must be submitted with a Key Request or they will not be processed.**

- **Allow three (3) working days for request to be completed.**

Card Access Request

Facilities Planning & Management

Ball State University

Work Request/Order Number

Requestor Information

Requestor | Phone # | Email Address

FOAPAL (Required) | Department

Changes to Card Access Requested

Building/Room # where changes are to be made

Note: Each room must be listed on a separate form and submitted on a separate work order.

Name	BSU ID #	Student	Faculty	Staff	Add	Delete	Expiration Date	Access Times Granted

Form must be emailed to KeyControl@bsu.edu. ***A work request must also be submitted at http://workcontrol.bsu.edu.***

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