
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.**](http://workcontrol.bsu.edu)