

# ACCESS CONTROL FORM

Use One Form for Each Request - Send Completed Request Forms to M&O, Work Order Desk

This Form Along with a Work Order Request MUST be Submitted for Work to be Completed

ESTANCIA HIGH SCHOOL \_\_\_\_\_

(1) \_\_\_\_\_

School Site

Date

VICTORIA VILLA \_\_\_\_\_

Requested By (Principal or Designee)

Requestor's Signature Victoria's Signature

Dr. Mata's Signature

Administrator's Signature Authorizing Request  
-Required for all master key request

Date

**ATHLETIC KEYS ONLY**

A.D. Initials Required

**Issue Type:**

- Standard       Temporary       Contractor/Vendor       Additional

**Reason:**

- New       Lost       Stolen       Damaged       Other: \_\_\_\_\_

**KEY Holder Information**

- (2) Employee Name: \_\_\_\_\_ (3) Employee ID #: \_\_\_\_\_  
 (4) Employee Title: \_\_\_\_\_ (5) Room #: \_\_\_\_\_  
 (6) Key ID #(s): \_\_\_\_\_

**RFID ID Badge Holder Information**

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Room #: \_\_\_\_\_

**LOCKSHOP USE ONLY:**

Date Fulfilled	Work Order #	Request Fulfilled By	Signature

Keys Issued: \_\_\_\_\_ RFID Card Issued: \_\_\_\_\_

Signature of Receiver: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: