San Benito Consolidated Independent School District
Security Services
2001 Utex Drive San Benito , TX 78586
Phone: (956) 361-6475 Fax: (956) 361-6483

Work Order Request Form

Requests Date: _____ Time: _____

PLEASE MAKE SURE ALL CAMPUS ADMINISRATION/DEPARTMENT HEADS ARE AWARE OF ALL REQUESTS BEING SUBMITTED

Type of Request

☐ Security Alarm ☐ Video Surveillance ☐ Access Control Other:_____

Campus: _____ Location: _____

Contact Person: _____ Contact Phone #: _____

Type of Service

☐ Security Alarm Trouble

☐ Video Surv. Trouble

☐ Access Control Trouble

☐ Need To Add User

(Security Alarm/Video Surv./Access Control)

USERS:_____

_____

_____

_____

_____

☐ Request for Video Software Install PC/Laptop

☐ Please contact Tech. Department for any install assistance with Apple Devices for camera software

☐ Request Quote For:_____

☐ Request for Practice Fire Drill/Lock Down

Date:_____ Time:_____

☐ Other _____

_____

_____

_____

Description: _____

_____

_____ _____

Principal/AP/Department Head Signature Date

_____ - _____ - _____ - _____ - _____ - A

Account Number

Office Use Only

Received By: _____ Date Received: _____

Forward To: _____ Forward Date: _____

Agency Notified :_____ Date Notified: _____

Notes: _____

_____