



Request for Security Card System for Building Access Control

You may use the [Building Access Security Request Checklist](#) to guide you through the process of requesting new building security systems with key card access.

Fill out the information below and then send to the Statewide Building Access Committee for review along with the quote from your selected vendor by hitting the "Submit Request" button at the bottom of this form. All new installations require a DTI approved business case. Refer to the [Building Access Security Standard](#) for additional information.

Request Date:

Department/Division:

Description: New Install: No Yes If yes, Business Case Number:

Vendor:

Initial Cost: Maintenance Cost: Frequency:

Server Details/Location:

Recording time: # hours: or Not Applicable

Impact to State network:

PLEASE READ STEPS 1-4 BEFORE CLICKING ON "SUBMIT REQUEST"

When submitting your request please do the following:

1. Click on the "Submit Request" button below.
2. Edit the "Subject" line in the e-mail and give the e-mail a unique subject name that includes your agency name.
3. Vendor quotes must be attached.
4. Attach any additional documentation and send your e-mail.