**CARD SERVICES DOOR READER QUESTIONAIRE**

**Dept. /Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget #/Acct # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail Stop Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Door Access & Schedule Questionnaire:**

**Card Reader Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Schedule Unlock/Lock Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Lockdown 24/7? \_\_\_\_\_\_\_\_**

**Locked during Holidays/Inclement Weather? \_\_\_\_\_\_\_\_**

 **Automatic Access via PeopleSoft? \_\_\_\_\_\_\_\_\_\_**

**Schedule for Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Schedule for Fac/Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Housekeeper Access \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Schedule for Students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Schedule for Fac/Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Housekeeper Access \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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