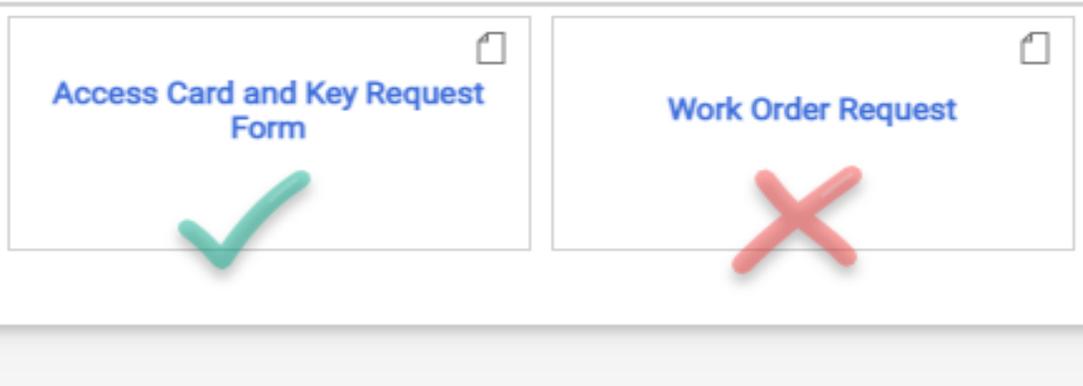


Key/Access Control Form Process

To submit a physical Key or Access Control request please use the Access Card and Key Request Form. You can find this form after logging into iShop under Other Forms Showcased Services. The Work Order Request Form will no longer be used to submit Key/Access Control Requests. Please reference [UTRGV HOP section ADM 10-08 D3, 4](#) for employee separation and replacement of lost/stolen keys process.

Other Forms Showcased Services



Read instructions carefully and be sure to have all the required information necessary prior to submitting your request for Access Control and/or Key Requests. If all the required information is available click next.

Instructions

request Actions | History | ?

1. Need to include full name of the employee
2. Need to include employee number (EID#)
3. Need to provide Building Name and Room Number of Key being requested
4. The Employee who is requesting the key must be populated in the "Prepared For field" under General tab of the Requisiti

Next >

Select UTRGV Central Scheduling as the Supplier, then click Next

Suppliers Request Actions History ?

Supplier UTRGV Central Scheduling

Supplier Name	Doing Business As	Fulfillment Centers	Additional Supplier Distribution Data	Action
UTRGV Central Scheduling				 ✓ Selected

< Previous Next >

Scroll down to the Selection Type and Select the option that best suits your request. Access Card Requests include, FOBs, Proximity Cards and Swipe Access. Key Requests are for physical key requests only. If both are needed select Access Card and Key Request.

Selection Type

Select Type of Request *

- Access Card Request
- Key Request
- Access Card and Key Request

Utilize the drop down arrow to select location of service. Location of Service will send to appropriate Facilities Office for processing. Ensure correct location has been selected to avoid delays

Service location *

Edinburg ▼

- Brownsville
- Edinburg
- Harlingen
- McAllen
- Port Isabel
- Port Mansfield
- South Padre Island
- Starr County

Select whether your request is for a Restricted Lab Space. If you are not sure click the question mark on the top right had corner for a list of Restricted Labs. If your area is listed select Yes, if it is not, select No.

Will Request be in Restricted Lab Space? * 

Yes No



*Restricted space: Animal rooms (Vivarium), rooms with laser or x-ray equipment or radiological, biological or chemical agents.

*Training required prior to issuance of Key and Access Card.

*List of Buildings with Vlvariums, Restricted Labs or Clinical Lab -
ESCNE, EREBL, EBNSB, MBMRF, BLHSB, BBHR, EENGR, EACSB, EAFC- Rio Grande Center for Manufacturing,
EPOB13, SCOSL, PMARO, PPOB1, PPOB2, PPOB3, PPOB4, BSTAR, BSETB, BMSLC, BLCBR, EHABW, WR
CIC, WOSMC, HSSSC, HSWSC, HCEBL, HACRB, BBCLC, ESCAR, EMSPC, EMEBL, EJAPC, ESTHC, ERHCP,
EPDSC

Complete the Requested by Information. This information is used if questions arise regarding request and is used as a secondary contact when keys ready for pick up.

▼ Requested by Information

Contact Name *

Lisa Jones

Contact Phone Number *

665-1234

Contact Email Address *

your.email@utrgv.edu

Department *

Campus Facilities Operations

Enter the name of the Employee requesting Access Card/Keys. Please note: Physical keys may only be issued to FULL-TIME Employees and must have an Employee ID. [UTRGV HOP section ADM 10-108, Subsection D1-C](#). Save Progress, then select Next.

Employee Requesting Access Card /Key

Employee Full Name *

Employee ID *



Enter the name of the Building(s) that apply for Access Control/Key requests. Click the question mark on the top right corner for a list of buildings if you need assistance. Complete the remaining fields as shown, Save Progress, the click Next.

Building Name: (List All Building Name Requested) *

EACSB
ELIBR
ECESS

1981 characters remaining

UTRGV Building Listing



Room Number: (List All Room Numbers Requested) *

EACSB 1.115
ELIBR 1.245
ECESS 1.123

1963 characters remaining

Key List and Quantity *

EACSB 1.115 - 2
ELIBR 1.245 - 1
ECESS 1.123 - 2

1951 characters remaining

Additional Information (If Any)



If all information is complete, click Add and go to Cart.

Review and Submit Request Actions | History | ?

✓ Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete



◀ Previous Add to Favorites Add and go to Cart ▶

Enter Commodity Code: Search for Keys in the Description Contains Box, hit enter and select Keys. You may use Keys for Access Control Requests as well. Once populated select Proceed to Checkout on the top right corner. You will then be directed to the Requisition page.

Shopping Cart • 2354500 Assign Cart | Proceed To Checkout

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

UTRGV Central Scheduling - 1 Item - 0.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Access Card and Key Request Form			0.00	Qty: 1	0.00

ITEM DETAILS

Commodity Code 

Details

For Ms. Suzanne M Olague

Name

Estimate (0.00 USD)

Total: 0.00

At the top left corner locate the General section of the requisition, Click the pencil to include the name of the person receiving Keys.

Requisition • 2354500 ▾

Summary PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2018-08-02 6001137474 01	Ship To	Bill To
Description Key Request for Suzanne	Attn: Ms. Suzanne M Olague Department Campus Facilities Operations BLDG/Room EASFC T17A 1407 E. Freddy Gonzalez Drive Edinburg, TX 78542 United States	Accounts Payable - Office of Finance and Public Policy 1201 W. University Drive Edinburg, TX 78539 United States
Prepared by Ms. Suzanne M Olague		
Prepared for Ms. Suzanne M Olague		
Purchasing Business Unit UTRGV UTRGV		
Department Campus Facilities Operations (Campus Facilities Operations)	Delivery Options	Billing Options
Blanket Order X	Ship Via Best Carrier-Best Way	Accounting Date no value
Method of Procurement no value	Requested Delivery Date no value	Future Fiscal Year Budget no value
Justification Method no value		

Edit General

General

Cart Name ★ 2018-08-02 6001137474 01

Description Key Request for Suzanne

Prepared by Ms. Suzanne M Olague

Prepared for Garcia, Mr. John Nathaniel

Purchasing Business Unit UTRGV

Blanket Order

Method of Procurement

Justification Method

Award Contract Date Info

Contract Start Date (mm/dd/yyyy)

Contract End Date (mm/dd/yyyy)

Profile Approvers

Supervisor 6001033938

★ Required fields

Save Close

This next section is very important. You will need to include the name the of the FULL-TIME employee under the Prepared for field. Use the search button to locate the name of the employee. Select the name once located. This will send the requisition to Mr. Garcia's Supervisor for approval once requisition is complete. If the employee is a new hire, he/she will need to log into iShop and create their profile before a request is submitted. If the name does not match the Key Request information on the Access/Key Request form, the requisition will be returned with instructions on how to proceed, see example on the next page. If name has been located and selected, Click Save.

The General Section should look as shown below. If you notice the information under the Employee Requesting Access Card/Keys matches the name under the Prepared for field.

General	
Cart Name	2018-08-02 6001137474 01
Description	Key Request for Suzanne
Prepared by	Ms. Suzanne M Olague
Prepared for	Mr. John Nathaniel Garcia
Purchasing Business Unit	UTRGV UTRGV
Blanket Order	✗
Method of Procurement	no value
Justification Method	no value

Employee Requesting Access Card /Key

Employee Full Name *

Employee ID *



General	
Cart Name	2018-08-02 6001137474 01
Description	Key Request for Suzanne
Prepared by	Ms. Suzanne M Olague
Prepared for	Ms. Suzanne M Olague
Purchasing Business Unit	UTRGV UTRGV
Department	Campus Facilities Operations (Campus Facilities Operations)
Blanket Order	✗
Method of Procurement	no value
Justification Method	no value

Employee Requesting Access Card /Key

Employee Full Name *

Employee ID *



Enter department Speed Chart, for Account please use either 63801-Maint Repair Buildings or 63204-Hardware and Material. After you have reviewed your requisition, you are ready to either Assign Cart or Place Order depending on the responsibilities assigned to you. Your requisition is now on its way through the work flow for approvals.

Accounting Codes

Speed Chart	Account	Department	Cost Center	Project-Activity	TIBH	Will confidential/HIPPA/FERPA data be exchanged with Supplier?	Profile ID
31050059 DES-Procurement	67606 Fee Others	208040 Procurement Office	31050059 DES-Procurement	no value	N/A Not Applicable	N/A Not Applicable	no value