ROI Red Opal Innovations

Server Room Access Request Form

ROI Staff Request				
Name:				
Position:				
Email:				
Key Access Required:	☐		Card Access Required:	☐
Date required From:			To:	
☐ I have read and understood the responsibilities outlined in the IT Server Access Procedure Document.				
Name:				
Signature:		Date:		

Contractor Request				
Name:		Company Name:		
ABN:		Contact Number:		
Email:				
Key Access Required:	☐		Card Access Required:	☐
Date required From:			To:	
Reason access is required:				
☐ I will ensure the Contractor is aware of their responsibilities as outlined in the IT Server Access Procedures documents.				

Requested by:				
Name:				
Position:				
Signature:		Date:		

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Approved by:				
	☐ IT Security Manager Or ☐ Chief Information Officer			
Name:				
Position:				
Signature:			Date:	

Note: Please email the completed and approved form to IT Business Services at **itoffice@roi.com**

IT Business Services use only

Card Number/Key number issued (if applicable): _____

Request completed by (IT Business Services staff member)

Name: _____   Date: _____

Signature: _____

Collected by

Name: _____   Date: _____

Signature: _____

Returned by

Name: _____   Date: _____

Signature: _____