



# Key and Electronic Access Control Designated Authority Requisition Form

All key and access control requisition forms must be signed by a Designated Authority. Department Chairs/Directors/Heads are automatically the Designated Authority for their areas. They may also delegate the authority to a respective designate by sending this form to the Facilities Management office at [facilities@uwinnipeg.ca](mailto:facilities@uwinnipeg.ca).

Department: \_\_\_\_\_

Please amend the list of Key & Electronic Access Control Designated Authority Officers:

### Add:

Employees Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized to approve and sign-off on key and electronic access control requisition forms for:

- All departmental spaces
- The following spaces:

\_\_\_\_\_  
\_\_\_\_\_

### Remove:

Designated Authority (if applicable): \_\_\_\_\_

### Authorization:

The individual whose name appears above is authorized by me to sign for the purposes indicated above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_