



Department of Facilities Management

Delegation of Authority for Key/ Card Access Requesters
For On-line Process with I-Service Desk

This is to designate the following person as having the authority to access the on-line key/card access request process:

Key/Card Access Requester (Name of person accessing on-line process requesting keys)	Department/Unit	Key Requester's Log-in Example: MEMORIAL\dsmith (This will be the log-in information used to access on-line key request process)

And I have the authority to designate the above Key/Card Access Requester for this department/unit:

Name: _____
(Please print name)

Position Title: _____
(Dean/Director/Department Head)

Signature: _____

Date: _____

Please email this delegation of authority to facman@mun.ca.

Once this delegation of authority has been received by the Department of Facilities Management, instructions for the on-line process will be sent to the Key Requester.