Delegation of Authority for Key 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 request process:

<table>
<thead>
<tr>
<th>Key Requester (Name of person accessing on-line process requesting keys)</th>
<th>Department/Unit</th>
<th>Key Requester’s Log-in Example: MEMORIAL\dsmith (This will be the log-in information used to access on-line key request process)</th>
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And I have the authority to designate the above Key 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.