

AUTHORIZED REQUESTOR FORM

I am authorizing the following person to be added as an authorized requestor for my department.

New requestor: _____ Banner ID: @ _____

Department: _____

I acknowledge that as an authorized requestor the person listed above will have the following abilities:

- » Request for campus key and card access for department employees/students
- » Remove departmental card access
- » Request departmental door reports
- » Will be able to add additional authorized requestors for department

The department head or current authorized requestor should go over these responsibilities with requestors and explain any restrictions if necessary.

For example, some departments want one requestor to only request for keys and another only for card access. Once added, we are not able to limit this, so it is the department's responsibility to explain this to the requestor.

**** It is the department's responsibility to ensure all keys are returned and all card access is removed once no longer needed. ****

Current authorized requestor: _____ Banner ID: @ _____

Signature: _____ Date: _____

Please email completed form to security.services@utsa.edu. Once processed by Security Services an email reply will be sent confirming authorized requestor has been added.

Authorized Requestor Removal:

Name: _____ Banner ID: @ _____

Name: _____ Banner ID: @ _____

Name: _____ Banner ID: @ _____

Name: _____ Banner ID: @ _____