

# 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 [facilities@uwinnipeg.ca](mailto:facilities@uwinnipeg.ca).

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