



GENERAL SERVICES AGENCY AUTHORIZATION FORM

Fiscal Year: _____

To obtain the following service types:

Parking Permits (P)

Employee Identification Badges (E)

Volunteer ID Badges (V)

Vendor ID Badges (C)

Facility Keys and Security Access (K)

*If you selected the last box, complete columns 4, 5, and 6.

Agency/Dept: _____

Division: _____

Budget Unit: _____

Point of Contact: _____

Phone Number: _____

KEY LEVEL / TYPE OF SERVICE

1 = Master Keys

2 = Access Cards

3 = Site Keys

4 = Area / Room Keys

5 = Perimeter Fence Gates

6 = Equipment Closet Keys

7 = File/Desk/Storage Cabinet Keys

KEY REQUEST SPAN

A = All Budget Units - All Locations

B = Multiple Budget Units - All Locations

C = Multiple Budget Units - Multiple Locations

D = Single Budget Unit - Multiple Locations

E = Single Budget Unit - Single Location

Specify Budget Units and Building Locations Below

EMPLOYEE NAME (Type or Print)	SIGNATURE	SERVICE TYPE (P/E/K)	KEY TYPES	SPAN	SPECIFY BUDGET UNIT(S) & BLDG LOCATIONS

DEPARTMENTAL APPROVAL (Must be signed by the department head or above)

I authorize all persons whose name and signatures appear above, to sign requisitions for the material and/or services as indicated, to be provided by the General Services Agency.

NAME: _____ SIGNATURE: _____

POSITION: _____ DATE: _____

Please return via email to GSA Security at sean.payne@ventura.org. For more assistance, call 654-3816.