NDSU | FACILITIES MANAGEMENT
DIVISION OF FINANCE AND ADMINISTRATION

Facilities Management System
Access Request for Web Work Request/Inquiry
Questions about this form? Please call 701-231-9619

Dept Name: _____   Dept #: _____

Authorized Users to Submit/Query Work Request
Note: All fields must be completed.

First and Last Name	Phone Number	E-mail Address	Authorized Access	Facilities Use
			☐ Authorized to Submit Chargeback Work* ☐ Authorized to view Work Order Financials	
			☐ Authorized to Submit Chargeback Work* ☐ Authorized to view Work Order Financials	
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			☐ Authorized to Submit Chargeback Work* ☐ Authorized to view Work Order Financials	

*Checking this box will allow the individual to electronically request work and authorized depletion of your department's fund.

- This is an NDSU form for FAMIS Self-Service Access.
- Departments are responsible for notifying Facilities/Physical Plant when personnel changes occur.
- Users access will be verified annually.

Printed Name: VP/Dean/Director/Department Head _____

Signature: VP/Dean/Director/Department Head _____ Date _____

Route this completed form to:
Facilities Management-
Thorson Maintenance Center

ndsu.facilitiesmanagement@ndsu.edu
Phone (701) 231-7911