

REVISED 024A – 08/17

Please fill in the attached form and have signed by the appropriate person for your department. *The approver must not be the same as the individual requesting authorization rights named on the form.* Return, the signed original, to CASO by inter office mail at Nottoway Annex, 2A8.

The UPD024A is a tool for Internal Audit purposes to ensure University access and assets are being properly utilized and protected.

Print full names of Departments and/or activities.

The Authorizing Agent will be responsible for the specific Card Reader doors.

USE BUILDING NAMES AND DOOR NUMBERS WHERE SIGNAGE IS AVAILABLE

NOTE: Adding new reader doors or removing reader doors from a previously signed UPD024A will require a new signature form to be filled out for ALL buildings and doors under the control of that signatory.

Please be specific as to Building Name and Card Reader Doors for your department and area only. Use signage when available.

We would like to have at least two persons per area/department to ensure continuity.

LEVEL 1 Authorizer is able to grant access and make others Authorizers.

LEVEL 2 Authorizer is able to grant access, set door mode and schedule changes.

LEVEL 3 Authorizer is able to grant access.

Thank you,
CASO

Card Access Security Operations
Police and Public Safety
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