As the Departmental Security Contact for my department, I understand that I am responsible for the following:

1. Complete FAMIS and Imaging System security access forms.
2. Analyze security access requests for appropriateness of the request.
4. Notify Financial Management Operations Security in a timely manner of job changes for employees who have FAMIS and/or Imaging System access that require access changes, i.e., terminations, transfers, promotions, and demotions.
5. Notify the department’s FAMIS Office Manager/Delegate of additions or deletions to the electronic office structure.
6. Assist employees in scheduling FAMIS and Imaging System training.
7. Communicate information from Financial Management Operations Security to the FAMIS and/or Imaging System users in the department.

Please complete the following:

Department/Subdepartment Code for which you will be the contact (e.g. FISC/None No Sub-Department, FISC/OPS). Get the code from FAMIS Screen 860.

TAMU System Part (e.g. 02 TAMU, 10 Galveston, 20 TVMDL)

Phone Number          Mail Stop          E-mail address

Print Contact Person’s Name          Signature of Contact Person          Date

Print Department Head’s Name          Signature of Department Head          Date

Mail completed form to – Financial Management Operations – FAMIS Security - Mail Stop 6000

Updated Sep-07