



Fixed Assets I-Data Portal Request Form

Instructions: Use this form to request access to Fixed Assets I-Data Portal. Once the form is completed and signed, please submit this form to Asset Management Department for approval. Allow 3-5 days for processing upon receipt of form. If you have any questions please call the Asset Management Department at 554-2415. Faxed copies **cannot be accepted.**

Step 1: Check One

- New Account Your SAISD Outlook email address: _____
- Revoke Campus Location: _____

Step 2: Data for employee to be authorized

Date: _____
mm/dd/yyyy

Name: _____
First Middle Last

Title: _____ Employee ID: _____

Department/School: _____
Number Name

Telephone #: _____ Fax #: _____

_____	_____	Asset Management Approval	Yes	No
Requestor's Signature	Date		<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	Asset Management Signature	_____	_____
Principal/Department Head's Signature	Date			Date

For Asset Management Use Only:

Submitted to Technology: _____
Initials Date