



Inventory Access Request for Campus Operations Portal (COP)

Instructions: Use this form to request access to inventory through the Campus Operations Portal. Once form is completed and signed, please submit form to Asset Management Department for processing. Allow 5 days from receipt of form to access COP. If you have any questions please call the Asset Management Department at (210) 554-2415. A scanned or faxed **copy will not 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 <input type="checkbox"/>	No <input type="checkbox"/>
Requestor's Signature	Date			
_____	_____	Asset Management Signature	_____	_____
Principal/Department Head's Signature	Date			Date

For Asset Management Use Only:

Submitted to Technology: _____
Initials Date