

FAMIS ACCESS FORM

Faculty & Staff who would like to request services from Physical Plant must use FAMIS, an online work request system. This tracks requests and ensures work is routed to the appropriate personnel. This form is required for new users and also for users transferring to a new department with previous access to FAMIS. Please email completed form to Famis.Team@pacific.edu. Do not fax this form to Physical Plant office for any reason.

SECTION I: USER INFORMATION

First/Last Name:	University ID:
Pacific User Name:	Position/Title:
Department Name:	Building/FL/Space:
Office Phone Number:	Email Address:

SECTION II: ACCESS TYPE

Please place a check mark on the appropriate box below.

- New User Existing User
 Staff Faculty

Please describe why this access is needed:

SECTION III: USER AGREEMENT

To ensure proper staffing and/or necessary inventory availability, please submit your request five business days prior to the date requested for completion. Failure to give proper notice will accrue additional fees. It is the responsibility of each department to know their index, fund, and account codes to be used. Any University owned furniture that needs repair, modifications, attachments or accessories required to make the item usable for its acquired purpose is a charge. Department will not be charged for routine maintenance.

- I hereby acknowledge that I have read the above information and understand my responsibilities.

User Signature

Date Signed

SECTION IV: SUPERVISOR APPROVAL

I hereby acknowledge that I have read the above information and accept the FAMIS access described above is required for this user to complete official job duties. I verify that I have provided the user with the University of the Pacific IT policy: www.pacific.edu/documents/oit/ITPolicies.pdf.

First/Last Name

Position/Title

Phone Number:

Email Address

Supervisor Signature

Date Signed