



Lehigh University Office of Access Control  
 42 University Drive  
 Bethlehem, PA 18015  
 610-758-6175

## Authorized Signatory Designation Form

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Area of Authority: \_\_\_\_\_

Email ID (without the @lehigh.edu) \_\_\_\_\_

As an Authorized Signatory (as outlined by the Access Control Policy), I hereby authorize the following people to be an Authorized Signatory on my behalf, which authorizes them to grant card access rights and authorize the distribution of keys pursuant to the applicable Policies and Procedures as outlined in the current Access Control Policy. This form is valid for the current fiscal year and must be renewed annually. Notify the Access Control Department immediately if any person on this list needs to be removed from the Authorized Signatory list during the course of the fiscal year.

Name: \_\_\_\_\_ Position/Title \_\_\_\_\_ Email ID \_\_\_\_\_

Name: \_\_\_\_\_ Position/Title \_\_\_\_\_ Email ID \_\_\_\_\_

Name: \_\_\_\_\_ Position/Title \_\_\_\_\_ Email ID \_\_\_\_\_

Name: \_\_\_\_\_ Position/Title \_\_\_\_\_ Email ID \_\_\_\_\_

Signature of Authorized Signatory \_\_\_\_\_

On the reverse side of this document is the portion of the Access Control Policy that applies to this particular situation. For the full Access Control Policy, you can go to the following location:

I:\Access Policy\Access Policy Final updated.docx



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## Access Control Policy

### Section 4. Access Card and Key Distribution

#### B. Faculty & Staff

Facilities Services and Access Control will manage keys and card access issued to faculty and staff that enable access to locked academic, administrative and /or unoccupied residential buildings. Faculty and staff requesting keys and/or card access must present to Facilities Services or Access Control an *Access Authorization Form* signed by an Authorized Signatory or an appropriate email request from an Authorized Signatory. *Access Authorization Forms* may be obtained online at [insert hyperlink here] or at Facilities Services or Access Control.

Each of the following positions will be an “Authorized Signatory” under this policy:

- Assistant Vice President
- Associate Vice President
- Dean
- Department Chair
- Department Head
- Director
- President
- Provost
- Facilities Services Building Manager or Project Manager
- Vice President
- Vice Provost

Authorizing authority is limited to assigned areas of responsibility only.

No Authorized Signatory will have the authority to grant access to himself/herself.

Authorization must be obtained from the next level of supervision.

Access to occupied residence halls may only be authorized by the Director of Residential Services or the Associate Director of Residential Services.

Keys issued to faculty and staff, other than those necessary to access the building(s) and personal spaces assigned to the requestor are not to leave campus and should be stored in a secured area.