



smart stewardship

# BUILDING ACCESS CARD AUTHORIZED SIGNATURES

Return signed form to: General Services Division, Department of Administration. Call 406-444-3060 if you have questions.

AGENCY:							
Employee & Title	Department, Division/Bureau	Building	LOW LEVEL ACCESS 5:00am-11:00pm Monday-Friday	MID LEVEL ACCESS 5:00am-11:00pm 7 Days / Week	HIGH LEVEL ACCESS 24 Hours 7 Days / Week	I.D. Card	Comments
Print Name							
Signature							
Print Name							
Signature							
Print Name							
Signature							
Print Name							
Signature							

The above listed employee(s) are authorized to sign for all access levels indicated above for issuance of Building Access Cards for new employees.

**DIRECTOR SIGNATURE** \_\_\_\_\_ **PRINTED NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_