## DEBTBOOK SECURITY ACCESS FORM

DebtBook Access Form for Lease (GASB 87) and SBITA (GASB 96) Reporting

**Agency Number: Agency Name: PART 1 - DEBTBOOK ADMINISTRATORS** The individual(s) below is designated as an Agency DebtBook Administrator for Lease (GASB 87) and SBITA (GASB 96) reporting. They are authorized to approve DebtBook user access for this agency. Each agency may have up to two administrators. Administrator 1 Request type: New Remove Email: Name: If new, type name of administrator you are replacing: **Administrator 2** Request type: Remove New Email: Name: If new, type name of administrator you are replacing: Approval of Agency Director or Designee Signature: Date: Printed Name: Title: **PART 2 - DEBTBOOK USER** Agency DebtBook Administrators must complete this section for DebtBook user access. For changes to existing access, select add or remove for the access that is changing. Name: Email: Action to take: Add Remove DebtBook role: View Edit If the individual needs access to additional agency code(s) please list all of them in the space below: Approval of Agency DebtBook Administrator Signature: Date: Title: Printed Name:

Electronically sign the form, save/print to read-only PDF and send to: OFM Help Desk at <a href="mailto:HeretoHelp@ofm.wa.gov">HeretoHelp@ofm.wa.gov</a>

<sup>\*</sup>Electronically signed can be: An electronic signature, or a typed name in the signature line.