



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

## Facilities Portfolio Management Tool (FPMT) Agency Administrator Designation Form

*Agencies must designate an agency administrator to approve requests for edit rights and the role users should have, Facilities, Accounting, or both, in FPMT. Agencies may designate an administrator for each FPMT role or one individual for both. Each agency may have up to two administrators.*

### FPMT AGENCY ADMINISTRATORS

Agency:

#### Administrator 1

Check one:  New Administrator  
 Replace Existing Administrator:

Name:

Email:

Which roles to approve? (select all that apply)  Facilities Roles  Accounting Roles

#### Administrator 2

Check one:  New Administrator  
 Replace Existing Administrator:

Name:

Email:

Which roles to approve? (select all that apply)  Facilities Roles  Accounting Roles

### APPROVAL OF AGENCY DIRECTOR OR DESIGNEE

Signature:

Date:

Title:

*E-mail the signed Agency Administrator Designation form to the OFM Help Desk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov)*