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FD-800 Departmental Security Contact  
Financial Management Operations FAMIS Security  
750 Agronomy, Suite 3101, College Station, Texas 77843-6000  
979-847-8833 or 979-458-4340, [famis-aid@tamu.edu](mailto:famis-aid@tamu.edu)  
<http://finance.tamu.edu/fmo>

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**As the Departmental Security Contact for my department, I understand that I am responsible for the following:**

1. Complete FAMIS and Imaging System security access forms.
2. Analyze security access requests for appropriateness of the request.
3. Maintain security records and files for FAMIS and the Imaging System.
4. Notify Financial Management Operations Security in a timely manner of job changes for employees who have FAMIS and/or Imaging System access that require access changes, i.e., terminations, transfers, promotions, and demotions.
5. Notify the department's FAMIS Office Manager/Delegate of additions or deletions to the electronic office structure.
6. Assist employees in scheduling FAMIS and Imaging System training.
7. Communicate information from Financial Management Operations Security to the FAMIS and/or Imaging System users in the department.
8. Report known security breaches/password sharing to Financial Management Operations Security.

Please complete the following:

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Department/Subdepartment Code for which you will be the contact (e.g. FISC/None No Sub-Department, FISC/OPS). Get the code from FAMIS Screen 860.

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TAMU System Part (e.g. 02 TAMU, 10 Galveston, 20 TVMDL)

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Phone Number

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Mail Stop

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E-mail address

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Print Contact Person's Name

X

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Signature of Contact Person

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Date

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Print Department Head's Name

X

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Signature of Department Head

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Date

*Mail completed form to – Financial Management Operations – FAMIS Security - Mail Stop 6000*