



# Office of Financial Management

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

*Agencies must designate an agency administrator to approve requests for editing 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: \_\_\_\_\_

Email the signed Agency Administrator Designation form to: OFM Help Desk [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov)