



**State of Oklahoma**  
**Office of Management and Enterprise Services**  
**Division of Capital Assets Management**  
**Facilities Services Department**

**Capitol Access**  
**Authorization List**

Date: \_\_\_\_\_

In accordance with OAC 580:10-5-2(d), this list authorizes the state employees named herein access to the Capitol outside the standard hours of operation as stated below. Note: You may also name any company, which may be required to perform services outside standard hours of operation.

	Employee Name	Employee's Office Location	Agency Phone #	Employee Director Phone #	Room Numbers Authorized to Access	Hours Authorized to Access
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

The name and telephone number of an administrative employee of the agency for emergency contact purposes outside of the Capitol:

\_\_\_\_\_  
 Print Primary Contact Name

\_\_\_\_\_  
 24 Hour Phone #

\_\_\_\_\_  
 Print Alternate Contact Name

\_\_\_\_\_  
 24 Hour Phone #

\_\_\_\_\_  
 Chief Administrative Officer Signature

\_\_\_\_\_  
 Print Name