



HISD FIXED ASSETS ACCOUNTING DEPARTMENT

TIPWEB-IT ACCESS AUTHORIZATION FORM

Instructions: Use this form to request authorization to access your campus/department inventory in TIPWeb-IT.

Submit to: Fixed Assets Accounting, Level 3E, Hattie Mae White Educational Support Center, Route 1 or send by email to fixedassetsaccounting@houstonisd.org

Submit one form per user.

NEW TIPWEB-IT USER ID REQUEST

Last Name: _____

First Name: _____

Middle Name Initial: _____

Employee ID: _____

School/Department Name: _____

School/Department Number: _____

Position/Title: _____

Access will NOT be granted without signatures and dates. Incomplete forms will be returned to Approver.

GRANT AUTHORIZATION APPROVAL

Print Approver's Name: _____
(Principal/Manager/Administrator)

Final Approval: _____
(Principal/Manager/Administrator Signature)

Date: _____