



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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9/29/97**

**REVISION  
1**

**PAGE  
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**SUBJECT  
BUILDING MAINTENANCE AND OPERATIONS**

**SUB-TOPIC**

**SAFE AND VAULT COMBINATIONS**

Combinations to all UTD safes and vaults are filed under seal with the Senior Vice President for Business Affairs. If there is a requirement to change or set a combination, the appropriate vendor should be contacted to perform this work. The Senior Vice President for Business Affairs should also be notified of any changes. Only those persons charged with the responsibility for a particular safe or vault may have the combination changed or set.