



Work Request Number

Public Safety Work Request

Instructions: Please type or print and complete all unshaded areas. Work and billing will be initiated when Approval of Expenditure is checked & Account Number & Department Head Approvals are completed.	<input type="checkbox"/> Estimate Only <input type="checkbox"/> Approve Expenditure <small>(Sign or initial Department Head Approval)</small>
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Project/Event/Job Title	Department Head Approval	Date
Project/Event/Job Location (BLDG & RM #)	Department	Dept. Ext.
Requested By	Account Number	

Special Events Alcoholic Beverages: Present/Permitted Not Present/Not Permitted Total Estimated Attendance: _____

Has event occurred before? Yes No If yes, when: _____

Describe the project/event to include specific details such as type of event, activities planned, parking requirements, etc.

Additional Information: Describe the requirements of the job and include justification for request, if applicable.

Received By	Date	Scheduled By	Date
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Estimated Costs			Actual Costs		
University Police	Hours	Cost	University Police	Hours	Cost
Police Officers (\$85/hr)			Police Officers		
Student Assistants (\$11/hr)			Student Assistants		
Dispatchers			Dispatchers		
Total University Police			Total University Police		

Parking	Hours	Cost	Parking	Hours	Cost
Parking Officers (\$45/hr)			Parking Officers		
Student Assistants (\$11/hr)			Student Assistants		
Lot(s) (\$6.00/space)			Lot(s) (\$6.00/space)		
Materials			Materials		
Total Parking			Total Parking		

Lock Shop	Hours	Cost	Lock Shop	Hours	Cost
Locksmith			Locksmith		
Materials			Materials		
Total Lock Shop			Total Lock Shop		

Fire Alarm Service	Hours	Cost	Fire Alarm Service	Hours	Cost
Fire Alarm Technician			Fire Alarm Technician		
Materials			Materials		
Total Fire Alarm Service			Total Fire Alarm Service		

Planning/Processing Total x 7.5% (\$50 min.)	Planning/Processing Total x 7.5% (\$50 min.)
ESTIMATED COSTS - TOTAL	ACTUAL COSTS - TOTAL

Refer to Administrative Procedure #505	Approved By - Public Safety
Completed By	Date