

# UNIVERSITY OF TULSA DEPARTMENT OF SAFETY AND SECURITY

## REQUEST FOR EVENT SECURITY

FROM:	EXT.	DATE OF REQUEST
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DEPARTMENT	GENERAL LEDGER ACCOUNT NUMBER TO BE CHARGED (15 Digits)
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NAME OF SPONSORING ORGANIZATION	LOCATION OF THE EVENT
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DATE OF EVENT	TIME EVENT OPENS:	TIME EVENT CLOSES:	NUMBER OF OFFICERS NEEDED:	TIME NEEDED ON-DUTY:	TIME WILL BE OFF-DUTY:
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EXPECTED ATTENDANCE:	WILL ALCOHOL BE SERVED?	YES	NO
WHO WILL BE IN ATTENDANCE?	ORGANIZATION MEMBERS ONLY	ORGANIZATION MEMBERS AND GUEST	ALL CAMPUS OPEN TO PUBLIC

DESCRIPTION OF EVENT (THEME, PURPOSE, ETC...)

PRIMARY CONTACT PERSON(S) FOR THE EVENT:	TELEPHONE	CELL PHONE
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SECONDARY CONTACT PERSON(S) FOR THE EVENT:	TELEPHONE	CELL PHONE
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SPECIAL INSTRUCTIONS FOR OFFICERS:

SIGNATURE OF PERSON REQUESTING SECURITY	SIGNATURE (DEPT. CHAIR, DEAN, DIRECTOR)
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TO BE COMPLETED BY DEPARTMENT OF SAFETY AND SECURITY AFTER THE EVENT			
TRANSFER FROM ACCOUNT	AMOUNT	TRANSFER TO ACCOUNT	AMOUNT

**INSTRUCTIONS:** Please provide all necessary information and submit the original to the Security Department ([dawn-atwood@utulsa.edu](mailto:dawn-atwood@utulsa.edu)) at least seven (7) days before the event. A Copy will be returned to you after the event listing the charges that were debited to your account. If you have any questions regarding your request please contact the Security Department at ext. 5555.