**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

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.

☐ Estimate Only
☐ Approve Expenditure
(Sign or initial Department Head Approval)

| 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 |
|---|---|---|---|

| **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 |

**Send form intact - Public Safety will distribute copies**
**White - File, Canary - Expenditure Approval, Gold - Originator Invoice**

(Rev 6/05)