# WWU UNIVERSITY POLICE DEPARTMENT
## RESOURCE REQUEST FORM

### Requester Information

- **Name:** [Click or tap here to enter text.]
- **Phone Number:** [Click or tap here to enter text.]
- **Department:** [Click or tap here to enter text.]
- **Position:** [Click or tap here to enter text.]
- **Supervisor:** [Click or tap here to enter text.]

### Event/Request Purpose

- **Number of staff needed:** [Click or tap here to enter text.]
- **Event Contact Name:** [Click or tap here to enter text.]
- **Phone:** [Click or tap here to enter text.]
- **Email:** [Click or tap here to enter text.]

### Brief Description of Request

- [Click or tap here to enter text.]

### Resources Required

<table>
<thead>
<tr>
<th>Type of Resource (e.g., Personnel, etc.)</th>
<th>Number of personnel needed</th>
<th>Description of Resource (e.g., event, escort, etc.)</th>
<th>Location/Address/POC (e.g., EOC, Staging Area, Command Post, etc.)</th>
<th>Date(s)/Time Required</th>
<th>Length of Time Required</th>
<th>Identified Staff (UPD)</th>
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<td>$96.60/hour per officer</td>
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<td>$24.30/hour Per PSA</td>
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### Logistic Section Chief/ Sergeant

- **Name:** [Click or tap here to enter text.]
- **Signature:** [Click or tap here to enter text.]
- **Date:** [Click or tap here to enter text.]
- **Time:** [Click or tap here to enter text.]

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**FORMS/ResourceRequestForm 04242024 pm**
WWU UNIVERSITY POLICE DEPARTMENT
RESOURCE REQUEST FORM

Admin/Finance Section: Click or tap here to enter text.  
Journal Voucher Number: Click or tap here to enter text.

Comments: Click or tap here to enter text.

Copy to Admin/Finance  
Copy to Requestor  
Logistics keep a copy

Admin/Finance Section Chief Name: Click or tap here to enter text.
Signature: Click or tap here to enter text.
Date: Click or tap here to enter text.
Time: Click or tap here to enter text.

Complete the request form and send to Sgt. Joe Bailey, baileyr@wwu.edu, Chief Katy Potts, kpotts@wwu.edu, or Paula Matthysse, matthyp@wwu.edu

Provide as much detail as possible for your request. Please note the onsite contact on the day of event/need.

Fee for 2023/2024 school year is $96.60/hour per UPD Officer and $24.30 per Green Coat (PSA) staff.