



## WWU UNIVERSITY POLICE DEPARTMENT RESOURCE REQUEST FORM

Requester Name: Click or tap here to enter text.	Date Prepared: Click or tap here to enter text.	Time Prepared: Click or tap here to enter text.	Contact at UPD: 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.
Event/Request Purpose: Click or tap here to enter text.	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 the request and purpose with defined expectations:**

**Resources Required: If needed more than one day, please use a line per day and note any changes to the request per day.**

Type of Resource (e.g., Personnel, etc.)	Number of personnel needed	Description of Resource (e.g., event, escort, etc.)	Location/Address/POC (e.g., EOC, Staging Area, Command Post, etc.)	Date(s)/Time Required	Length of Time Required		Identified Staff (UPD)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<b>\$96.60/hour per officer</b>	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<b>\$24.30/hour Per PSA</b>	
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.		
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.		

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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**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.

**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.

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

Complete the request form and send to Sgt. Joe Bailey, [baileyr@wwu.edu](mailto:baileyr@wwu.edu), Chief Katy Potts, [kpotts@wwu.edu](mailto:kpotts@wwu.edu), or Paula Matthyse, [matthyp@wwu.edu](mailto: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.