

FORM 4: SECURITY OFFICER REQUEST

Ver. #:

Ver. Date:

Instructions: Complete this form if the presence of a BCIT contracted security officer is required. Submit SSEM at least **3-business days** prior to start date.**Important Note:** Officers are hired their services charged for a minimum of 4-hours. Project/department will be billed for the additional service.

Project #:	PO:	BCIT Liaison:	Cell #:
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Addition Officer Request Scope

#	Date(s)	# Officers	Timeframe	Location(s) and Scope of Security Officer Services
1			to	
2			to	
3			to	
4			to	
5			to	
6			to	
7			to	
8			to	
9			to	
10			to	

BCIT SECURITY MANAGER APPROVAL

Status	Rejection Reason	Security Management Name and Role	Date
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected			