16.03-A  **Security Camera Proposal and Justification Form** *(See Rule 16.03 fka 2.69)*

The purpose of this form is to document the need of a security camera and justify the business need and consideration of ongoing costs and ensure compliance with Rule 2.64 - Security Cameras on University Premises.

Submit this form to: securitycamera@nmsu.edu

Submitted Date: _________________________

Department: ____________________________ Dept. Contact: ______________________________

College/Branch: _________________________

Describe the business purpose, justification and location of security camera(s) – (Provide all relating detail):

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Who will be responsible for coordination of Security Camera(s) – (Security Camera Coordinator)?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Funding:

- Funding source or sources for purchase of security camera(s) and installation costs:

  Index _______________ Fund _______________ Account _______________

- Funding source or sources for ongoing maintenance:

  Index _______________ Fund _______________ Account _______________

Approvals:

Dean or Vice President: 

Security Camera Review Committee:

  Print Name ___________________________  Yes _____  No _______

  Signature _____________________________

updated 02.04.13