

DIRECTIONS:

- Use this form to request approval for the installation of video surveillance cameras.
- Complete sections A E, and send scanned PDF to: ITFinance@txstate.edu
- A budget estimate for the cost of installation will be provided after approval by the appropriate Vice President or the Provost.

A. CONTACT INFORMATION:				
Requesting Department:		Date of Request:		
Contact Name:	Contact Phone:	Contact Email:		
B. REQUEST FOR SECURITY DEVICES:				
Provide building name and room number(s) Note: If more than one camera request,		security device.		
Why are the security devices needed? What is the purpose or goal of the security device? What are the implications if the device(s) is not approved?				
Is the camera for monitoring cash handling? Yes □ No □				
If so, how much cash will be handled in a year?				
C. VIDEO SURVEILLANCE PURCHASE AND INSTALLATION FEES				
Price for purchase and installation of car				
Account (Fund/CC/IO) to bill for securi	ty device and install:			
D. VIDEO CAMERA MAINTENAN	ICE FEES:			
All video cameras have an annual maint	enance fee associated wit	h them.		
• Fixed Cameras: \$185.79/year				
PTZ Cameras: \$785.79/year				
Account (Fund/CC/IO) to bill for maintenance fees:				

Note: Mandatory cameras are those that are approved by UPD and are deemed necessary for public safety or security. All other cameras are considered discretionary. The cost of the camera, installation, and maintenance on mandatory cameras will be billed to a central account. The cost of the camera, installation, and maintenance on discretionary cameras will be billed to the account provided above.

E. DEPARTMENTAL APPROVAL:				
Account Manager, Chair, or Director:		Date:		
Dean/Assoc or Asst VP:		Date:		
Vice President (if required):		Date:		
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F. MANDATORY OR DISCRETIONARY APPROVAL (For UPD Use):				
Mandatory Camera	or	Discretionary Camera		
Fixed Camera(s)	or	PTZ Camera(s)		
UPD Approval:		Date:		
Comments:				
G. CENTRAL INSTITUTIONAL ACCOUNT APPROVAL (For Budget Use):				
Vice President, Finance and Support Services:		Date:		
Comments:				