

**REQUEST FOR SPECIAL SECURITY SERVICES**  
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
UPPER MARLBORO, MARYLAND

**PART A – SCHOOL’S REQUEST**

To: Director of Security Services

From: \_\_\_\_\_

Request the services of \_\_\_\_\_

On \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

This event \_\_\_does \_\_\_does not generate funds.

\_\_\_\_\_  
Signature of Principal

**PART B – PROVISION OF SERVICES**

To: \_\_\_\_\_

From: Director of Security Services

Approved \_\_\_ Disapproved \_\_\_ Rate per hour for services \_\_\_\_\_

\_\_\_\_\_  
Director of Security Services

**PART C – CERTIFICATION OF SERVICES RECEIVED**

**Certification**

To: Director of Security Services

This is to certify that \_\_\_\_\_ performed duty from

\_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

Instructions:

1. Principal prepares in 3 copies, completes Part A; retains one copy, forwards 2 copies to Director of Security Services.
2. DIRECTOR OF SECURITY SERVICES completes Part B, returns one copy to principal.
3. Upon completion of services, Principal completes Part C as authority for payment.