NJ Treasury Division of Administration
Office of Treasury Technology
Interdepartmental Security Unit (ISU)
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Hotline # (609) 292-2273 - Fax (609) 943-4480
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Interdepartmental Security Unit
Security Service Request Form

DPM&C TSR #:	☐ Owned ☐ Leased	ISU SSRT #:

INSTRUCTIONS: Use this form to request access control and surveillance security project support from the ISU for both owned and leased space. It is not used for maintenance or access level programming changes, which should be requested by contacting the ISU Hotline. For project support, this form must be completed, signed and submitted by mail or Fax to the ISU for processing. **Only Authorized Requestors may email this form to the ISU.** Provide all useful information including funding source, desired due date and contact information. The ISU will channel submitted forms through the Division of Property Management & Construction (DPM&C) and the State Government Security Bureau (SGSB) for review, concurrence and prioritization prior to the initiation of projects.

Est. Cost Over $41,100.00: ☐	Fund:	Agency:	Org.:	Appr.:	Acct Cd:	Object:	Acct Proj:
Funding Source:							

Requesting Organization	Department:	Bureau:	Date:
	Requestors Name:	Requestors Phone:	Requestors Fax:
	Landlord/Building Manager Name:	Landlord/Building Manager Phone:	Agency tracking #:
Project Description	Project Address:	Project City & Zip:	Requested Due Date:
	Project Description: (Provide drawings, plans and photos where possible.)		

Agency Endorsement	Authorizing Officer Name:	Authorizing Officer Title:	Authorizing Officer Signature:

INTERNAL USE ONLY - DO NOT WRITE BELOW (USE ATTACHMENTS)

DPM&C Review	Lease #:	Disapproved: ☐	Review Date:
	Reviewer Name:	Reviewer Title:	Reviewer Signature:
NJSP (SGSB) Review	Priority:	Disapproved: ☐	Review Date:
	Reviewer Name:	Reviewer Title:	Reviewer Signature: