**Campus Security and Emergency Services requires you to provide a Financial Services account code prior to our scheduling staff.**

Please email the following to: [joel.keenleyside@queensu.ca](mailto:joel.keenleyside@queensu.ca?subject=Contract%20Security)

If you have any questions or concerns, please contact Joel Keenleyside at #75202

Email Subject: Contract Security

Email Body:

FUND:

DEPT:

ACCOUNT: 623010 (Security Services account)

PROGRAM:

PROJECT:

Name:

Department / Unit:

Phone #:

Email address:

Please include a brief description of the nature of the event or your request to Campus Security

(Including date, time, location, etc.)