

**Create an electronic request form in PeopleSoft linked to BizFlows so students and faculty can be notified when Police approve after hours, weekend, and spring break access on campus.**

**CURRENT CHALLENGE:**

Every semester I have to write memo's to the Police to allow after hours, weekend, and Spring Break access to different areas of campus like: EW125A (Student Machine Shop), EW128 (Eastside only, Project area), Courtyard (Inside the fenced in area north of EW) etc.

**PROPOSED SOLUTION:**

I would like to know if we could have an electronic request form in PeopleSoft linked to Bizflow so once we get the approval the Police, students and faculty will be notified and students can have an electronic copy of the signed approval form to show the Police.

**BENEFITS TO FRESNO STATE:**

Students as well as faculty have said the Police don't always have a copy of the Memo that we fax to them. If we have an electronic form this will ensure that all interested parties are aware of who is allowed in certain areas of campus.

**ADDITIONAL INFORMATION:**