From:	HNIDEY Emil
To:	EOR
Cc:	WESTERSUND Joe; artglass2016
Subject:	DEQ HQ security guard request
Date:	Wednesday, July 06, 2016 2:20:25 PM

SECURITY GUARD REQUEST
DEQ HQ building, 811 SW 6th Avenue, Portland

Please fill out the form below completely, including primary and secondary DEQ contacts. One of these contacts must retrieve an access badge for the security guard from the Agency receptionist before 4:30 p.m. on the day of the meeting. The guard will only be able to access floors 1 and 10.

Title of event: **Art Glass Public Hearing**
Event date: **Tuesday, July 19, 2016**
Guard start time: **5:30 p.m.**
Guard end time: **9:30 p.m.**

Program manager: **Lydia Emer**
Requisition number:
Fund code (Q-time OK): **44904**
DEQ contact and phone: **Emil Hnidey – 503-229-5946**
DEQ secondary contact and phone: **Joe Westersund – 503-229-6240**

Additional comments: **Meeting may be shorter or longer. DEQ is aware of the 4 hour minimum charge.**

VENDOR: When preparing invoice, please BILL TO AGENCY PURCHASE ORDER #2565 and attach a copy of this e-mail.