

Classroom Equipment and Support Request Form

Center for Distance Learning and Academic Technology
Phone: (210) 458-4520 Fax: (210) 458-4517 Office: BB 3.02.26

(Office Use Only)

Date Received: _____
 Log Number: _____
 Logged by: _____

**This form is used to request equipment and support for scheduled classed only.
 For special events please use the “Special Event Technology Request Form”**

Contact Info	Faculty/Staff Name (print): _____ Faculty/Staff Signature: _____ Department: _____ Office Location: _____ Phone: _____ Email: _____ **All Requests must be Filled out Completely, Printed, Signed, and Faxed to 210-458-4517**
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Classroom Equipment & Support

TV PC Laptop (1604 Sign-out HSS 2.01.16) MAC Laptop (1604 Sign-out HSS 2.01.16) Computer/Video Projector (LCD) Camcorder(1604 Sign-out HSS 2.01.16) Document Camera Other _____	DVD Player Projection Screen Overhead Projector Audio Recording CD Player Lecture Hall Podium Training Technical Support
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Delivery Information	Recurring deliveries/services: Start Date: _____ End Date: _____ Days (select all that apply): M T W R F S Time Begin: _____ Time End: _____ Location: _____	Description of Equipment and/or Service																																
	Delivery/service for specific dates: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20%;">Date(s)</th> <th style="width: 20%;">Time Begin</th> <th style="width: 20%;">Time End</th> <th style="width: 40%;">Location</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date(s)	Time Begin	Time End	Location																													
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All Requests for the 1604 and Downtown campuses should be *Printed, Signed and Faxed* to 458-4517 or brought to BB 3.02.16. Classroom Requests should be submitted 24-48 HOURS IN ADVANCE.

For University Center Requests, please contact the University Center directly.

*Created on February 26, 2008: Supersedes previous editions.