

MAE DATA PROJECTOR REQUEST

Date of Request

Requestor's Name

Extension

Room # of Requestor

e-mail address

Recharge ID # (to be charged only in the event of loss or damage.)

Please check one:

Date of Meeting

Contract or Grant Meeting

Faculty Meeting

Seminar

Oral Exam

Industry Meeting

Pick Up Time

Return Time

Location of Meeting

Other Please explain:

Signature

Provisions for use:

1. The data projector may be used for time-limited meetings such as scheduled seminars, faculty meetings, meetings with extramural fund representatives, graduate student activities (e.g., oral and final exams), and industry meetings. Other types of meetings not mentioned above can be approved on a case by case basis.
2. Borrowers are responsible for the safe return of the data projector at the end of the meeting where it is being used. If it cannot be returned during business hours, please move the equipment to a secure office. Do not leave it in the meeting room.
3. The projector must be returned to either David Riley (46-127D) or Janice Bedig (46-121C) on the same day that it was borrowed (or the following morning if the meeting lasts beyond 5:00 pm).
4. Each borrower is required to fill out the above form. The charge to the ID number will only be made in the event the projector is damaged or stolen. The account number may not be an extramural fund account. information as well as the account number.
5. If a student is responsible for pick up and delivery, he or she must be able to provide the above.
6. The projector may not be used for regular class meeting over the duration of the quarter. The Material Services area (by way of an AV MSR) has projectors available for this purpose at no cost.