
**Academic Technology Standing Order Request Form for Full Semester
(Florham Campus)**



**FAIRLEIGH
DICKINSON
UNIVERSITY**

**Please fill out this form, choose the equipment that you require, print it and fax it to us at
973 -443-8584**

Contact Information

Contact Name

Department

E-mail

Phone Number

Course Name and Number

Room Number

Course Date

Start Time

End Time

Equipment Request Information

Projection Screen

Audio
Cables (for
laptop
audio)

Document Camera

Amplifier/
Microphones

Portable Data Projector (for
connecting to laptop)

Extension
Cords

Data Cables (loaned at the start
of semester to hook up to the
ceiling data projectors)

Digital
Camcorder
and Tripod

Other Comments/Request

NOTE: EQUIPMENT REQUESTS MUST BE SUBMITTED AT LEAST 24 HOURS IN ADVANCE DURING REGULAR BUSINESS HOURS FOR THEM TO BE HONORED. LATE OR SAME DAY REQUESTS WILL NOT BE FULFILLED, NO EXCEPTIONS! ALSO, PLEASE NOTE THAT WE DO NOT SUPPLY LAPTOPS, PODIUMS/LECTERNS, CHALKBOARDS, OR EASLES.

OAT STAFF

**Miguel DeLos Santos , Senior Instructional & Technical Support
Technician, Phone: 973 443 8526, Fax: 973 443 8584 Mail Stop: M-LA0-02**