



Academic Technology Standing Order Request Form (For Full Semester)

Name

Room

Phone

Date

Dept

Start Time

Course Name and Number

End Time

Equipment not needed on these dates (if applicable)

Please fill out this form, choose the equipment that you require and fax it to us on the number listed at the bottom of this form.

- PROJECTION SCREEN
- TV with DVD/VCR
- AUDIO CABLES (for laptop audio)
- PORTABLE DATA PROJECTOR (for connection to laptop)
- DOCUMENT CAMERA
- AUDIO CASSETTE PLAYER/RECORDER
- AMPLIFIER/MICROPHONE(S)
- ADAPTER for MAC NOTEBOOKS (for use with Data Cables - please specify *DVI, Mini-DVI OR Mini-DisplayPort* connection)
- DATA CABLES (loaned at semester's start, for use with ceiling data projectors)
- DVD/VCR HOOKUP (for connection to ceiling data projector)
- MINI DVD CAMCORDER & TRIPOD (*note: blank mini-DVDs not provided by Academic Technology*)

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 EASELS!

ACADEMIC TECHNOLOGY, METROPOLITAN CAMPUS

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