



# Media Equipment • Television Services Furniture • University Vehicles

Personal Responsible \_\_\_\_\_ Date needed \_\_\_\_\_

Phone/e-mail \_\_\_\_\_

**An additional campus form must be filled out by the Office of Student Life**

## Media Equipment, Television Services and Furniture Requests

List equipment, services or furniture needed:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$ \_\_\_\_\_

**Location:** \_\_\_\_\_

**There is a charge for services.**

### CHECK ONE:

Deliver the equipment/services to the location above on \_\_\_\_\_ at \_\_\_\_\_  
date time

and pick it up on \_\_\_\_\_ at \_\_\_\_\_  
date time

We will pick up the equipment on \_\_\_\_\_ at \_\_\_\_\_ and return it on  
date time

\_\_\_\_\_ at \_\_\_\_\_  
date time

**There is a charge for services.**

## University Vehicle Request

Vehicle(s) requested (auto, van, carryall, etc.) \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of trip: \_\_\_\_\_ Number of people \_\_\_\_\_

We will pick up vehicle(s) on \_\_\_\_\_ at \_\_\_\_\_  
Date Time

We will return vehicle(s) on \_\_\_\_\_ at \_\_\_\_\_  
Date Time

Estimated cost for Transportation Services \$ \_\_\_\_\_.

*Note: Travel in university vehicles must be for educational purposes only. Trips over 50 miles from campus may require additional approval which will take extra time. Ask for details. There is a charge for services.*