OIT CLASSROOM TECHNOLOGY SUPPORT

Equipment Rental Request

Phone: 824-5128 Fax: 824-2989 Zot Code: 5665

Order #

CTS Use Only

All equipment must be picked up from the CTS main office at AIRB (bldg. 653) Suite 3070

Department/Organization: _____ Date: _____

Dept. Contact: _____ Phone: _____ Email: _____

Class/Event Name: _____ Course #: _____

Contact: _____ Phone: _____ Email: _____

Billing Representative: _____ Phone: _____ Email: _____

KFS Account Information: Chart: _____ Acct #: _____ Project: _____ Zot Code: _____

Event Date	Will-Call Time	Return Time	Location	Equipment

Additional charges will be applied to equipment ordered within 3 working days, canceled within 24 hours, or returned late, damaged, or lost. Equipment is generally due back the next business day before 12 noon, else an additional day's rental will be charged. CTS reserves the right to deny requests due to lack of equipment or availability of staff.

Authorized signature to commit funds: _____