CLASSROOM TECHNOLOGY SUPPORT
Equipment Rental Request

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

Order #
CTS Use Only

Department/Organization: _____ Date: _____

Dept. Contact: _____ Phone: _____ Email: _____

Class/Event Name: _____ Course #: _____

Contact: _____ Phone: _____ Email: _____

Billing Representative: _____ Phone: _____ Email: _____

Accounting Information: _____ Zot Code: _____
(Account) (Fund) (Sub) (Project)

Event Date	Start Time (am,pm)	End Time (am,pm)	Location	Equipment	Will Call	Deliver & Pickup	Operate (inc. D&P)

Additional charges will be applied to equipment ordered within 3 working days, canceled within 24 hours, returned late, damaged, or lost. Equipment ordered late is available for will-call only. Computers cannot be delivered to the College of Health Sciences, University Research Park, Berkeley Place, or classrooms without handicapped access to the stage. No equipment can be delivered to MPAA or off-campus locations. CTS reserves the right to deny requests due to lack of equipment or available staff.

Authorized signature to commit funds: _____