



Instructional Support Services

TEXAS WOMAN'S UNIVERSITY DENTON / DALLAS / HOUSTON

CLASSROOM EQUIPMENT REQUEST

For Denton Faculty and Staff Use Only

3-Day Advance Notice Required

Requestor: _____ Department: _____

eMail: _____ Phone: _____ Fax: _____

Building: _____ Room: _____ Course No.: _____

DATES NEEDED:

Semester: _____ Start Date: _____ End Date: _____

Every: Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

EQUIPMENT NEEDED:

Please fax this completed form to Instructional Support Services at 81-2968 or 940.898.2968.

Your equipment is not reserved until you receive confirmation. For questions please email

classroom-support@twu.edu

By making this request, "I understand that I am under financial liability for loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service it(them)." – TEXAS GOV'T CODE ANN. Sec. 403.272 (1997).The requesting department is responsible for securing and safeguarding all delivered equipment until the equipment is picked up.

Signature

Date

For ISS Use Only

Received

Date

Status

Comments:

