



# Media Distribution Services

Phone: 756-7198 E-mail: [mds@calpoly.edu](mailto:mds@calpoly.edu)

## Equipment Placement Request Form

<http://www.mds.calpoly.edu/forms/QtrEquipPlacmt.pdf>

**Standard equipment is already in general purpose lecture classrooms and does not need to be requested.**

**Refer to the General Purpose Lecture Classroom List:**

<http://www.mds.calpoly.edu/services/GPClassrmList.pdf>

**Extra equipment (slide projectors, audio cassette players) and equipment needed for labs, studios, and dept. owned rooms requires an equipment request submitted to MDS.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Office Phone \_\_\_\_\_ Department \_\_\_\_\_

Quarter \_\_\_\_\_

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### \*SIGNATURE

\*SIGNATURE IS REQUIRED IN LAB INSTALLATIONS. YOUR SIGNATURE STATES THAT YOU WILL TAKE FULL RESPONSIBILITY FOR THIS EQUIPMENT IN THIS LAB DURING THIS QUARTER. LOST OR DAMAGED EQUIPMENT WILL BE BILLED AT THE CURRENT REPLACEMENT COST OR FOR REPAIR COSTS. EQUIPMENT WILL NOT BE PLACED IN THE LAB WITHOUT YOUR SIGNATURE. **CALL MEDIA DISTRIBUTION SERVICES AT 756-7198 FOR CLARIFICATION.**

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### QUARTERLY EQUIPMENT PLACEMENT REQUEST #1

PLEASE REQUEST ANY EQUIPMENT YOU WILL BE USING.  
THE EQUIPMENT WILL BE INSTALLED IN THE CLASSROOM FOR THE QUARTER

Days Course is Scheduled M T W R F Time from \_\_\_\_\_ to \_\_\_\_\_ Building \_\_\_\_\_ Room \_\_\_\_\_

TV Monitor/Receiver /\_\_/

Over head Projector /\_\_/

Video Player /\_\_/

Slide Projector /\_\_/

Audio Cassette Player /\_\_/

Course \_\_\_\_\_

## QUARTERLY EQUIPMENT PLACEMENT REQUEST #2

PLEASE REQUEST ANY EQUIPMENT YOU WILL BE USING.  
THE EQUIPMENT WILL BE INSTALLED IN THE CLASSROOM FOR THE QUARTER

Days Course is Scheduled M T W R F Time from \_\_\_\_\_ to \_\_\_\_\_ Building \_\_\_\_\_ Room

TV Monitor/Receiver /\_\_/

Overhead Projector /\_\_/

Video Player /\_\_/

Slide Projector /\_\_/

Audio Cassette Player /\_\_/

**Course** \_\_\_\_\_

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## QUARTERLY EQUIPMENT PLACEMENT REQUEST #3

PLEASE REQUEST ANY EQUIPMENT YOU WILL BE USING .  
THE EQUIPMENT WILL BE INSTALLED IN THE CLASSROOM FOR THE QUARTER

Days Course is Scheduled M T W R F Time from \_\_\_\_\_ to \_\_\_\_\_ Building \_\_\_\_\_ Room

TV Monitor/Receiver /\_\_/

Overhead Projector /\_\_/

Video Player /\_\_/

Slide Projector /\_\_/

Audio Cassette Player /\_\_/

**Course** \_\_\_\_\_

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## QUARTERLY EQUIPMENT PLACEMENT REQUEST #4

PLEASE REQUEST ANY EQUIPMENT YOU WILL BE USING.  
THE EQUIPMENT WILL BE INSTALLED IN THE CLASSROOM FOR THE QUARTER

Days Course is Scheduled M T W R F Time from \_\_\_\_\_ to \_\_\_\_\_ Building \_\_\_\_\_ Room

TV Monitor/Receiver /\_\_/

Overhead Projector /\_\_/

Video Player /\_\_/

Slide Projector /\_\_/

Audio Cassette Player /\_\_/

**Course** \_\_\_\_\_

