

Requisition Form

MPT: Equipment Requisition Form

By submitting this form, I agree to accept responsibility and liability for any equipment/materials loaned to me and listed hereon, and I will be responsible for the replacement cost (or repair cost, if applicable) of any equipment/materials lost, stolen or damaged regardless of whether or not I am in immediate control of the equipment/materials. I understand and agree that the cost of any repair or replacement, as determined by the college, may be deducted from my salary on the basis of not more than 10% of the cost per pay, except that, upon my resignation or termination from the college's employment, any remaining balance may be deducted from my final paycheck in full. However, if my liability exceeds my net pay, I agree to pay the balance due the college in 10 equal monthly installments from the date of my final paycheck.

Email *

Status (Please check one): *

- Faculty
- Administrator
- Staff
- Adjunct Faculty
- Student
- Other

Requester: *

Extension:

Department: *

Office Room#:

Cell Phone *

 - -

(###) ### ####

Request Needed By: *

 / / 

MM DD YYYY

Day(s) Needed: *

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Use Location:

Equipment Delivery Time *

: AM ▼
HH MM AM/PM

Equipment Pick-up Time *

: AM ▼
HH MM AM/PM

Today's Date

/ / 
MM DD YYYY

Equipment Requested (Please check equipment needed): *

- LCD Projector w/Computer
- LCD Projector w/oComputer
- Projection Screen
- Television Monitor/VCR
- Television Monitor/DVD
- CD/Audio Cassette Player
- Public Address System (Small)
- Public Address System (Large)
- Overhead Projector
- Video Camcorder w/ Tripod (Tape stock is the responsibility of the requester)
- Still Camera
- Slide Projector
- Microphone(s) (if selected, please tell us the quantity)

Microphone(s) Quantity:

Additional Equipment Notes:

Submit