Wright State University
Classroom Technology Support

017 Dunbar Library | 937-775-3162

Equipment Request

Client ________________________________
“W” username ________________________
Dept ________________________________
Phone ________________________________
Banner Account # _______________ ____________

Approved by:
Print Name: ________________________________
Signature: ________________________________

Facility/Staff signature required for student
Note: Above signee is responsible for all equipment

Dept/Course No. ________________________________

Checkout Date: ______________
Checkout Time: ____________ AM PM
Return Date: ______________
Return Time: ____________ AM PM

Equipment Requested (write quantity requested in space next to item)

_____ Digital Camcorder
_____ Camera Tripod
_____ VHS/DVD/Monitor Unit
_____ Digital Camera
_____ Overhead
_____ Cassette Recorder
_____ Boom Box (w/headphones)
_____ Portable Video Projector
_____ Screen (tripod, various sizes)
_____ PC Laptop Computer
_____ Mac Laptop Computer

_____ Wireless Microphone (for use in auditoriums)
_____ Flip Chart
_____ Easel
_____ Webcam
_____ Tegrity Microphone
_____ Digital Voice Recorder
_____ VHS Camcorder
_____ 42” Plasma Screen Monitor
_____ VHS to DVD Conversion Cart

Comments:

If you have questions concerning equipment checkout, please call the CTS Service Desk at 937-775-3162