FRC COMPUTER & AUDIOVISUAL EQUIPMENT LOAN FORM

DIRECTIONS: Please complete this request for use of computer and audiovisual equipment, for development of instructional materials. The equipment loaned must be used exclusively for curriculum development with copyright laws observed. This request requires approval of the supervisor. Materials developed with college resources may require review by the Office of Instructional Media and the Instructional Division. You may email the form to: FRC@matc.edu or fax to: 297-7341.

VALID FOR SCHOOLYEAR: ____________________

NAME: ____________________________________

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CAMPUS _________________ DEPT. NAME _____________________________________

CHECK ONE BOX:
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Your signature: ________________________________ Date: _________________

*Supervisor’s Signature: ________________________________ Date: _________________

Instructional Media Approval: ________________________________ Date: _________________

*Supervisor approval is valid for up to one year on a continuing single user account.
Instructor must indicate specific use for each checkout period, on back of this form.

Revised: October 2007

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