

# CIDDE INSTRUCTIONAL MEDIA SERVICES

## MEDIA REQUISITION FORM

Please forward completed form to:  
Instructional Media Services, B-10 Alumni Hall

PHONE: (412) 648-7240

FAX: (412) 648-8812

Name: \_\_\_\_\_ Pitt ID Card Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Department: \_\_\_\_\_

Course (Abbr. & Number): \_\_\_\_\_ Account Number: \_\_\_\_\_

### **SERVICE REQUIRED** Place orders Monday through Friday between 8:30AM and 5:00 PM

1.  Equipment setup in classroom by class time (3 business days notice required, not including weekends and holidays)  
Date(s) required: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM  
Building: \_\_\_\_\_ Room: \_\_\_\_\_
2.  Equipment delivered to and picked up from a campus office (1 business day noticed required)  
Delivery date: \_\_\_\_\_ Pickup Date: \_\_\_\_\_  
Building: \_\_\_\_\_ Room: \_\_\_\_\_
3.  Equipment may be picked up from and returned to IMS by Patron.

### **EQUIPMENT REQUESTED**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Keys, Room # _____ | <input type="checkbox"/> Data/Video Projector     | <input type="checkbox"/> Slide Projector    |
| <input type="checkbox"/> Color Monitor      | <input type="checkbox"/> Portable PC              | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> VHS Player         | <input type="checkbox"/> Portable MAC G3          | <input type="checkbox"/> 16mm Projector     |
| <input type="checkbox"/> DVD Player         | <input type="checkbox"/> Digital Camera           | <input type="checkbox"/> Speakers           |
| <input type="checkbox"/> Camcorder          | <input type="checkbox"/> Cassette Player/Recorder | <input type="checkbox"/> Microphone         |
| <input type="checkbox"/> Tripod             | <input type="checkbox"/> Screen                   | <input type="checkbox"/> Amplifier          |

Other \_\_\_\_\_

Please provide blank video tape       Will provide own video tape

### **FILM/VIDEO REQUESTED**

Catalog #	Title	Date of Class
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____