



A Request Form
for Computer Loan/Audio Visual Aids for On-Campus Usage
 Center for Information Technology Services (CITS)
 Mae Fah Luang University (MFU)
 Tel : 0-5391-6555, 0-5391-6405, 0-5391-6402 Fax ; 0-5391-6403

Form : CITS-AV-001
 Reference No. _____

Date _____

Dear Director of CITS

I, the undersigned, (Mr., Mrs., Miss.)
 Position Division/Center/School Phone No.....
 request CITS to loan me items of the following instructional aids for the purpose(s)
 of
 at (location)
 from (date) to
 from (time)..... to

No.	University Property I.D.	Items & Description	Amount	Unit	Remarks

Return date/...../..... Abide by this request, I will be responsible for reimbursing the University for the replacement cost of lost, damaged, or stolen equipment. I herewith enclose documents of the activities for the loan equipment will be used.

Signature.....
 (.....)
 Position.....

Signature..... Loan Officer
 (.....)
 Position.....

○ Already checked the attached documents

Signature..... CITS employee
 (.....)
 Date _____

CITS Employee's recommendation

○ Approved ○ Rejected due to

.....
 Signature Instructional Aids Technician
 (.....)
 Date _____

<p>(1) CITS Director's decision</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Others _____</p> <p>Signature _____ (.....) Position _____ Date _____</p>	<p>(2) Record of Loan Officer</p> <p>..... Signature _____ (.....) Check-Out Officer Date _____</p>
---	--

(3) For Loan Technician

Record made by Loans Room Officer _____ Equipment returned on (date) _____

Complete Missing
 No damage With damages _____ due to _____

Signature _____ Requester (.....) Date _____	Signature _____ Loan Technician (.....) Date _____
--	--

**Steps in filing a request form for
On-campus computer assignment/ audio visual aids
CITS-AV-001**

1. Fill out the request form CITS-MV-001 accurately and completely, attach documents relative to the activities, e.g., meetings, and fax it to CITS at 6403.
2. CITS employees will process your request and inform you of the decision of the CITS
3. Check out the equipment request with a loan technician. **You are expected to be responsible for the equipment at the time you check it out.**
4. Call a loan technician to return the loan equipment on the return date indicated in the request at the following telephone numbers:
 - 4.1 Computer at 6405 and 6406
 - 4.2 Audio visual aids at 6555, 6101

Notice

**Please call to check with CITS (6402)
when fax a document to the center.**