



A Request Form

for Computer Loan/Audio Visual Aids for Off-Campus Usage

Center for Information Technology Services (CITS)

Mae Fah Luang University

Tel : 0-5391-6555, 0-5391-6405, 0-5391-6402 Fax ; 0-5391-6403

Form : CITS-AV-003

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.

Already checked the enclosed document.

Signature _____
Requester
(_____)
Position _____

Signature _____
Superior of the requester
(_____)
Position _____

Signature _____
CTIS employee
(_____)
Position _____

(1) CITS Director's decision

- Approved Rejected
 Others _____

Signature _____
(_____)
Position _____
Date _____

(2) Superior's decision (Vice President)

- Approved Rejected
 Others _____

Signature _____
(_____)
Vice President
Date _____

(3) Record of Loan Officer

.....
.....
.....

Signature _____
(_____)
Check-Out Officer
Date _____

(4) 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-003**

1. Fill out the request form CITS-AV-003 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 VP for Academic Affairs
3. CTIS loan officer will contact you for the decision
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 equipment at 6555, 6101

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