Policy:
Request for all Audio/Video equipment check out should be made through the Media or Technology Department Staff who are responsible for the campus for the Inventory of each Item.

Items shall not be removed from the campus for extended periods of time without following the proper check out procedures as started below.

Notification to the Dean of Technology of all items leaving the FBCC campus is required of the following items. (e.g. cameras, video camcorders, VCR, Projection System etc.)

Model: ___________________________  Serial NO. ___________________________

Description of equipment: ____________________________________________

(If this item computer equipment, include brand, CPU clock speed, hard-drive size, RAM size, and monitor size)

Purpose: Check one:

Off-campus instruction  □

Faculty Instructional Development □ Community Service □

Administrative Office Work □

Other (describe) __________________________

Signature: ___________________________ Date: ___________________________

APPROVAL (must be signed by person available than must be signed by Technology Techs or Distance Ed Tech.)

Checking equipment out dates: From ___/___/___ to ___/___/___

* Equipment cannot be checked out long than 1-week at a time without the consent of media department, tech department, distance ed department personal.

THANK YOU