



Wisconsin
Instructional
Technology
Resource
Center

Portable Equipment Request

Faculty Name: _____ Extension: _____

- To avoid scheduling conflicts please return this form to WITRC computer lab located in Winther Hall 1006 at least two weeks prior to your request date. Reservations are made on a first-come first-serve basis.
- Requests will be confirmed as soon as possible.
- Reservations can also be made online at <http://academics.uww.edu/witrc>
- Only faculty members may reserve portable equipment.

Pick-Up and Drop-Off Date(s) and Time(s)

Equipment Requested:

- ___ LCD Projector
- ___ PC Portable
- ___ MAC Portable
- ___ Low-Res Still Camera
- ___ Hi-Res Still Camera
- ___ Hi-8 Video Camera
- ___ Mini-DV Video Camera
- ___ Tripod for Camera

Please provide a brief description of your needs (i.e. what software will you be using?)

Actions taken (date and initial)	<input type="checkbox"/> LCD4	<input type="checkbox"/> Hi-8 Video 2	<input type="checkbox"/> LT18P
Received: _____	<input type="checkbox"/> LCD5	<input type="checkbox"/> DV Video 3	<input type="checkbox"/> LT19P
Approved: _____	<input type="checkbox"/> LCD6	<input type="checkbox"/> DV Video 4	<input type="checkbox"/> LT20P
Scheduled: _____	<input type="checkbox"/> LCD7	<input type="checkbox"/> DV Video 5	<input type="checkbox"/> LT21P
	<input type="checkbox"/> Digital Still 1 (Hi)	<input type="checkbox"/> DV Video 6	<input type="checkbox"/> LT22P
	<input type="checkbox"/> Digital Still 2 (Hi)	<input type="checkbox"/> LT9P (Zip)	<input type="checkbox"/> LT4M
	<input type="checkbox"/> Digital Still 3	<input type="checkbox"/> LT10P	<input type="checkbox"/> LT5M
	<input type="checkbox"/> Digital Still 4	<input type="checkbox"/> LT15P	<input type="checkbox"/> Tripod 1
	<input type="checkbox"/> Digital Still 6 (Low)	<input type="checkbox"/> LT16P	<input type="checkbox"/> Tripod 2
	<input type="checkbox"/> Hi-8 Video 1	<input type="checkbox"/> LT17P	<input type="checkbox"/> Other _____