University of Pennsylvania, School of Arts and Sciences
Multi-Media Services (MMS)
209 S. 33rd St.
DRL Basement/6317 - Phone (215) 898-4947 -Fax (215) 573-2174

Date:	
To:	MMETS Media Services Coordinator SAS Computing University of Pennsylvania
Requestor Name	
School	
Department	
Instructor/Borrower	

This letter will serve as a confirmation where by, the department of _____
accepts financial responsibility for any and all equipment provided by Multi-Media
Services (MMS). The following department budget number is provided in the event of
loss, theft, or damage while in the care of instructor/user.

Department budget number: _____

BA name & phone number: _____

BA signature (Print and sign): _____ **SIGN HERE**

Course/Event Title, or Course Number	Location of Event
Borrower's telephone number	Borrower's email address
Pickup date/time	Return date/time

Purpose of request

Equipment requested