

The University of Texas Health Science Center @ San Antonio  
Academic Informatics Services  
Distance Learning - Teaching Support Services  
**AUDIOVISUAL SERVICES - SERVICE REQUEST FORM**  
Rm.: 1.354 - T; **Phone: 567-2210; Fax: 567-2216**

<b>Requester</b>		<b>S.R. #</b>	
<b>Department</b>		<b>Phone #</b>	
<b>Course #</b>		<b>Account #</b>	
<b>Authorized Signature</b>		<b>Today's Date</b>	
<b>Print Name of Authorized Signature</b>		<b>Authorized Signature Phone #</b>	

\*\*\* *Signature must be on file at Accounting* \*\*\*

<b>Due Date:</b>		<b>Time:</b>		<i>Date Completed:</i>		<i>Time:</i>	
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<b>Location:</b>	<input type="checkbox"/> <i>On Campus</i> <b>RM</b>		<input type="checkbox"/> <i>Off Campus</i>		<input type="checkbox"/> <i>Special Events/ Conferences</i>	
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**Equipment Requested:**

QUAN.	MATERIALS	COST	EXT.COST

QUAN.	RENTAL	COST	# DAYS	EXT.COST

Special Instructions/Remarks:

Labor Time	
Labor Rate	
Labor Cost	\$
Material Cost	\$
Rental Cost	\$
Transportation	\$
<b>TOTAL</b>	\$

Please fax form to 210-567-2216

All **HIGHLIGHTED** fields are required before submitting