

RTV/AV Equipment Request Form

Procedures

1. The online form can be found on the MyHerkimer.edu site in the "Quicklinks" section.
2. Fill out the necessary information.
3. Once submitted a copy then gets emailed to the Director of RTV/AV Services.
4. The request gets placed on the RTV calendar with students name, date equipment is signed out and date equipment is to be returned.
5. The form is also placed in an online folder called "RTV Equipment Request Form"
6. The form then goes to an RTV/AV Services Technician who will then prepare the equipment and place the request along with the equipment to be picked up.
7. Once the equipment is returned at the date and time on the form, it will be checked back in to the RTV/AV Services staff to ensure equipment was returned in the same manner it was sent out.
8. ***All equipment that has been signed out but not returned by last day of final exams for that term to the RTV/AV/IS department will result in a hold placed on the student's account with the bursar's office.***

8/30/13