

Eastfield College  
Pleasant Grove Campus

<b>INSTRUCTOR'S REQUEST FORM</b>					
<b><u>INSTRUCTOR NAME:</u></b>			<b>TODAY'S DATE:</b>		<b>APPROVED BY:</b>
<b><u>INSTRUCTOR SIGNATURE:</u></b>					
<b>DIVISION:</b>		<b>PHONE :</b>		<b>MATERIALS NEEDED:</b> (title, call number, etc.)	
<b>DELIVERY DATE:</b>		<b>TIME:</b>	<b>ROOM:</b>		
U M T W R F S		AM PM			
<b>RETURN DATE:</b>		<b>TIME:</b>	<b>ROOM:</b>		
U M T W R F S		AM PM			
<b>Note – Division chargeback is required for expendables:</b>			<b>Computer Lab Request:</b>		
<b>Division number:</b>		<b>Account number:</b>		<b>Floater (computer &amp; projector)</b>	
				<b>Microphones</b>	
<b>Delivery/Initials:</b>		<b>Pick-up/Initials:</b>		<b>Data Projector</b>	
				<b>Remote Control</b>	
				<b>TV Combo</b>	
				<b>Video Camera</b>	
				<b>Overhead Transparency</b>	
				<b>Headphones</b>	
				<b>VCR/DVD Player</b>	
				<b>Screen</b>	
				<b>Visual Presenter</b>	
				<b>Flip Chart Stand/Pad</b>	
				<b>CD/Tape Player</b>	
				<b>Slide Projector</b>	

**Instructions:**

- Submit 48 hour advance request to Ms. Dora Pacheco
- All requests must be approved by PGC management team
- For media questions call Mr. Franklin Woodis at (972) 860-5345
- For classroom supplies, furniture arrangements, copies, book information, etc., call Ms. Pacheco at (972) 860-5307