

University of Pennsylvania, School of Arts and Sciences

MultiMedia & Educational Technology Services (MMETS)

209 S. 33rd St.

DRL Basement/6317 - Phone (215) 898-4947 - Fax (215) 573-2174

Letter of Financial Responsibility for Equipment Loan

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

This letter will serve as a confirmation where by, the department of _____ accepts financial responsibility for any and all equipment provided by MultiMedia and Educational Technology Services (MMETS). 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 (please print): _____

BA signature: _____

Course/Event Title, or Course Number	Location of Event
User telephone number	User email address
Pickup date/time	Return date/time
Purpose of request	
Equipment requested	