

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): \_\_\_\_\_



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	