**ORDER FORM**

Today’s Date: \_\_\_\_\_\_\_\_\_\_ **Please Print**

|  |  |  |
| --- | --- | --- |
| **Instructor Name:** | **Cell Phone Number:** | **LCC Phone Number:** |
| **Course Code:** | **Delivery Date:** | **Delivery Time:** |
| **Class Location:** | **Return Date:** | **Return time to MLS:** |

**All equipment must remain in the room to which it was delivered so staff can pick up. If it is not there you may be charged until it is found. All equipment is considered accounted for if you do not call down and report it missing to MLS. Any equipment damaged in your programs care will be charged with either repair of the item or replacement.**

**Comments:**

**2 weeks advance notice required for off campus supply delivery.**

**1 week advance notice required for on campus supply delivery.**

For Office Use Only:

|  |
| --- |
| **Billing Information: (Billing is by Course)** |
| **F: 11** |
| **O:** |
| **A: 71014** |
| **P:** |
| **A: For Perkins Only** |
| **L: For Perkins Only** |