Appendix D

SCPL REQUEST FORM TO BORROW EQUIPMENT/TEACHING MATERIALS

DIRECTIONS: Please complete this form and submit it via email to sonskillslab@uth.tmc.edu
You will receive a confirmation email as soon as the request is approved.
All requests must be received no later than 7 days prior to the needed date. Failure to submit this form according to policy may result in the inability to obtain equipment.

Name: **Today's Date**:

Contact email: **Contact phone number**:

Course number: **Course Name/Event Name**:

Organization:

Pick-up date: **Time for pick-up**: **Pick-up person**:

Return date: **Time for return**: **To be returned by**:

Intended Use of Equipment:

- Health Fair
- Teaching Project
- Classroom demonstration