

**Center for Teaching and Learning  
Instructional Material and Equipment Checkout Form**

Please complete this form to check out any instructional material or equipment from the Center for Teaching and Learning. You may send the completed form via campus mail to NET 416, fax it to x 2382, or save this file and send it as an attachment to [tobeykm@nsuok.edu](mailto:tobeykm@nsuok.edu).

Instructional materials may be checked out for one month. Equipment (laptop, projector, and camera) may be checked out for the length of your professional meeting. If the meeting lasts longer than a week, please return the equipment as quickly as possible, as there is usually a high demand. You may pick up and return equipment to the Center for Teaching and Learning, currently located in ADMIN-B11. Instructional materials (anything other than equipment) may be sent through campus mail.

Upon receipt of this checkout form, we will reply with the availability of your request. If you have any questions, please contact Kris Tobey at x 5855 or [tobeykm@nsuok.edu](mailto:tobeykm@nsuok.edu)

**Name**

**Campus** (check one)      Tahlequah                      Muskogee                      Broken Arrow

**NSU Email**                      @nsuok.edu                      **Other email (optional)**

**Extension**

**College**      Arts and Letters                      Business and Technology                      Education  
                    Library                                      Mathematics, Science, and Nursing                      Optometry  
                    Social and Behavioral Sciences                      Other (please specify in Dept.)

**Department**

**Date to be picked up**

**Date to be returned**

**Item(s) requested**

**Title(s) of book, CD-ROM, periodical, or video**

**Software needed on laptop**