

## Faculty Departmental Service or Funding Request Form

Faculty Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Date \_\_\_\_\_

### Instructions:

For all service/funding requests, check all fields that apply and describe in detail. For funding and event requests, you must attach the following: 1) itemized budget, 2) itemized costs and quotes from vendors with their contact information, 3) Personal Services Contract (PSC) request form (if it applies), 4) promotional materials and press releases as appropriate, and 5) Room reservation request form (if it applies). Please do not sign any agreement or contract, only authorized PSU Contract Officers may sign such documents.

### What can we do for you?

- Request for service(s) from Office Staff
- Funding request (Please include requested documentation)
- Recording request (see back page)
- Business cards (Please provide us with current info)
- Locate correct form for other requests or required attachments
- Piano Service Request (see back page)
- Equipment Request (see back page)
- Other -

Please describe your request in detail:

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\_\_\_\_\_  
Department Chairs funding approval

Index code: \_\_\_\_\_  
Staff initials: \_\_\_\_\_

## Conditions & Liabilities for Room Requests

No departmental funds may be committed without documented authorization from the Department Chair, via this form. You must refrain from advertising your event until you receive written approval and confirmation. In the event of postponement, there is no guarantee rooms can be rescheduled.

## Equipment Request

Equipment is available on a 1st come, 1st served basis

Please circle the equipment you wish to reserve:

Boombox   Extension Cord   Digital Camera/Photo   Mini Digital Camcorder

VHS Camcorder   Laptop   Tripod   LCD Projector   TV/DVD/VCR   Cart

You need this equipment for: Term \_\_\_\_\_ or Date(s) \_\_\_\_\_

Please circle the days you need the equipment:                    M   T   W   R   F   Sat

Time will you need the equipment: pick-up \_\_\_\_\_ return \_\_\_\_\_

## Recording Requests

Submit request at least two weeks in advance to schedule recordings of performance in Lincoln Hall 75. Costs are subtracted from Ensemble area budget.

\$35 fee PSU Music Faculty Concert up to two (2) hours, on CD **OR**

PSU Music Large Ensemble up to two (2) hours, on CD (fee to be paid from Ensemble area budget)

\$45 fee PSU Music Sponsored Performers up to two (2) hours on CD

Additional hours requested: \$20 per additional hour; indicate number of hours requested

\$35 fee Video (VHS or digital) recording added to LH 75 recording; (special conditions apply, not always available)

## Duplication and Mastering

Please request the services you desire, indicating the performer, the date of performance and the number of duplicates. You must provide the original CD master recording for dubs, if we do not master it from DAT archive

- \$25 Master CD from DAT archive Performers: \_\_\_\_\_ Date: \_\_\_\_\_
- \$5 First Dub of CD recording to CD
- \$3 each Subsequent Dubs of CD recording to CD (number of copies: \_\_\_\_\_)

## Piano Service Request

Room # \_\_\_\_\_ Make of piano \_\_\_\_\_ serial # \_\_\_\_\_

Piano needs tuning    other problem- please specify:

**Questions, comments, observations or doodles:**