

Center for Teaching and Learning (CTL) - Work Request Form

Received by: _____ Date: _____

Personal Info

Name: _____

Dept: _____ Budget/ID #: _____ Phone: _____

Check One: Faculty Staff Student

CTL Staff Assigned: _____

Brief Description of Request:

Services Available by Appointment (Check one)

- Blackboard/Web CT
- PowerPoint Presentations
- Scanning (slides, photos)
- Video/Audio Editing
- Web Design

Appointment Date: _____

Appointment Time: _____

Transfers (Check one)

From

- Cassette
- CD
- DV-Cam
- DV/Mini DV
- DVD
- Flash Card
- Floppy
- Hi 8
- VHS
- Zip
- Other

To one of the following

- CD - Data
- CD - Music
- DVD - Data
- DVD - Video

Quantity: _____

Labels: Yes No

If yes: Handwritten Printed

Title for label(s): _____

Picked up by: _____

Amount Paid \$ _____ Budget Transfer

Date: _____

Cash

Check



Spies Bornemann Education & Technology Building
Room #136 (CTL Lab) Phone: (805) 493-3085