

## **Media Reservation Request & Tracking Form**

Please copy this form and email, mail or fax your request to:

[barbara.sandy@azed.gov](mailto:barbara.sandy@azed.gov)

Arizona Department of Education

Attn: **Barbara Sandy**

3100 N. West St., Suite 300

Flagstaff, AZ 86004

Phone: (928) 637-1880 • Fax: (928) 526-5279

Date of request: \_\_\_\_\_

Date needed: \_\_\_\_\_

### **MEDIA IS LOANED FOR TWO WEEKS**

Items requested:

AV # \_\_\_\_\_ Title: \_\_\_\_\_

AV # \_\_\_\_\_ Title: \_\_\_\_\_

Media type: DVD

Please call or email to: Barbara Sandy (928) 637-1880 [barbara.sandy@azed.gov](mailto:barbara.sandy@azed.gov)

**Media is copyrighted and may NOT be duplicated.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**If damaged, lost, or not returned the borrower is responsible for the cost of replacing the media.**

**NOTE:** For tracking purposes media must be returned using "Delivery Confirmation" from the U. S. Post Office.

Signature (required): \_\_\_\_\_

*Dates will be filled in by the ADE/ESS Department*

Date sent: \_\_\_\_\_ Date Due Back: \_\_\_\_\_ Date returned: \_\_\_\_\_