Fresno County
Office of Education
Larry L. Powell, Superintendent

Contact Person:
Maribel Medina
(559) 497-3893

MULTIMEDIA SERVICES

Audiovisual Services Request

❒ Delivery/Set Up ❒ Client Pick-Up/Return

PLEASE PRESS FIRMLY WITH INK PEN

Name:_____ Date Submitted: _____ Date Needed:_____

Phone:_____ Extension:_____ ❒ Internal ❒ External

Department *(address if external)*: _____

*Authorized Signature:*_____
(Coordinator or above if internal service)

Description of Event:

Event Date: _____ **Start Time:** _____ **End Time:** _____

Location _____

Equipment Requested/Special Instructions:

FOR OFFICE USE ONLY

Services/Materials	Cost	Quantity	Total
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		TOTAL COST	**$0.00**

FUND	RESC.	YR	GOAL	FUNC	OBJECT	DEPT.	MGR.
					571062		

FUND	RESC.	YR	GOAL	FUNC	OBJECT	DEPT.	MGR.
0100	00000	0	8600	2420	571062	0319	015

Staff Assigned:_____ Date Assigned:_____

White - Finance • **Yellow -** Invoice • **Pink -** Media Staff • **Gold -** Client