

CATEGORY: SUPPORT SERVICES
SECTION: Library and Instructional Resources
SUBJECT: Instructional Media Services - Center for Instructional
Development and Distance Education
EFFECTIVE DATE: November 16, 2006 Revised
PAGE(S): 1

I. PURPOSE

To establish the procedure for requisitioning equipment, equipment operators, and related services from Instructional Media Services - Center for Instructional Development and Distance Education (CIDDE).

II. SCOPE

This procedure is applicable to all requisitions for equipment and services from Instructional Media Services - Center for Instructional Development and Distance Education (CIDDE).

III. PROCEDURE

Request for Instructional Media Services

Prepare all written requests for media services on an Instructional Media Services Requisition, FORM 0003 PITT 1866, and submit to Room B10, Alumni Hall, fax (412) 648-8812 or phone (412) 648-7240. The requisition form is also online at: www.pitt.edu/~ciddeweb/ims/media_request_form.htm

For information on Instructional Media Services' office hours, delivery and pickup of equipment, and availability of equipment operators, refer to Policy 10-03-02, Instructional Media Services - Center for Instructional Development and Distance Education.

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| Initiator | 1. Prepare an Instructional Media Services Requisition, FORM 0003 PITT 1866, in accordance with the instructions shown on the Form Instruction Guide, indicating type of service and/or equipment required and forward it to Instructional Media Services for processing. |
| Instructional Media Services | 2. Process the Instructional Media Services Requisition.
3. Respond to initiator with status of requisition. |

IV. EXHIBIT

Exhibit A - FORM 0003 PITT 1866, Instructional Media Services Requisition
FORM 0003 PITT 1866 Form Instruction Guide

V. REFERENCE

[Policy AC 43, Media Services - Center for Instructional Development and Distance Education](#) (formerly 10-03-02)