



**DIVISION OF TEACHING LABORATORIES
Poster Board Order Form**

Faculty
 Student
 Off Campus

Contact Person: _____
Telephone #: _____
Email: _____

Charge To: _____
Department: _____
Address: _____

Telephone: _____
Extension: _____
Fax: _____

Pickup Date: _____
Return Date: _____
N° of Days In Use: _____
Event Location: _____

Account Numbers : **CFC:** _____
CC: _____
GL: _____
Fund: _____

Invoice: YES NO:
Invoice Address: _____

_____ Panel Boards (6 ft. x 3 ft.) _____ Poles
_____ Velcro® (Rolls) _____ Bases

Delivery (Pickup/Drop off)

It is your responsibility to arrange for delivery, setup and return of the boards through Facilities & Services, (416) 978-0955.

I hereby agree to rent the following equipment with the understanding it is returned in the same condition as received. Additional charges will be levied if items are missing, panel boards are damaged or the rings are moved.

Date

Name (please print)

Signature

Email this request form to Ms. Janet Katz

Email subject line: *Post board request - <Event name>, <Department>, <Date of Event>*

e.g. *Poster board request Immunology summer research conference, Dept. of Immunology, 2022-02-14*

janet.katz@utoronto.ca