

FAS Dept AV Purchases

Review Form

Please complete the following information:

Department: _____

Building and Room where the equipment will be used: _____

Purchaser:

Please describe how your department anticipates using this space (what kinds of meetings or other activities will be occurring? who will be impacted and who will benefit?).

What technology is in the room now if any? What are the limitations of the current technology in the space?

If you have a proposed solution in mind, please describe it here. Where is the funding coming from?

Department Administrator or Executive Director (name/date):

Please forward this completed form to Katherine Gates at kgates@fas.harvard.edu.