

Mailing Address:
Instructional Technology Center
P.O. Box 3976
Atlanta GA 30302-3976

In Person:
College of Education - Suite 200
30 Pryor Street
Atlanta GA 30303



Date

Your Name

Your Title

Your Department

Your Phone Number

To Whom It May Concern:

Please let this letter serve as authorization for **STUDENT NAME(s)** to check out the following equipment:

List the authorized equipment

for use in developing a GSU Class/Research project.

Your Signature

Example

If you are authorizing a class, you may attach the class list to the letter.
Please indicate the semester.

Remember that each student will need a signed reservation form.