



**OFFICE OF RESEARCH DEVELOPMENT & COMMERCIALIZATION
EXHIBIT PANEL LOAN REQUEST**

UNTHSC Department:		
Dept. Head Name:		
Contact Name:		Title
Phone:	Fax:	Email:
Dept/Other Authorized User		
Event:		# Panels Requested:
Event Date:		Location:
Work Request:#-- Panel Delivery		Delivery Date
Work Request:#--Panel Return		Return Date:
Dept. Head Signature:		Date:
Relations to Authorized User:		
I hereby certify that all panels requested have been returned to storage in good condition.		
Dept. Head Signature:		Date:

Other Authorized User:		
Organization:		
Contact Name:		Title:
Phone:	Fax	Email:
Address:		
City, State, Zip		

The Office of Research Development & Commercialization agree to loan RAD Exhibit Panels to the UNTHSC Department/Sponsor listed above. RAD Exhibit panels are the property of UNTHSC and are loaned only to UNTHSC departments or external organizations with a UNTHSC Sponsor. ***The UNTHSC Department/Sponsor requesting the loan assumes full responsibility for the condition of the panels upon return and for the work requests to have boards delivered to the event site and returned to storage. If the panels are damaged, your department will be responsible for replacing any damaged panels.***

 Darlene McMillin, Executive Assistant
 Office of Research Development & Commercialization
 Division of Research and Innovation
 CBH-145A
 (817) 735-5147

 Date

INSTRUCTIONS FOR PANEL LOAN REQUEST

1. To get permission to use the RAD exhibit panels, please call 817-735-5147. If the date for which you require the panels is available, you will receive a copy of this form via email.
2. If you are calling for a UNTHSC department, you will only need to fill-out the first section of the form. Please note that the last row of the first section will not be completed until the panels have been returned to the storage area. ***Your department head is responsible for certifying that the panels have been returned in good condition.***
 - ***Do not use any adhesives on the panels.***
 - ***Do not use pushpins to attach posters.***
 - ***Only attach posters to the material using the hook (rough) side of the Velcro and nothing should be attached to the metal frames.******If the panels are damaged, your department will be responsible for replacing any damaged panels.***
3. If you are sponsoring a panel loan for an off-campus organization, you will need to complete the 2nd section of the form. Remember that even though another organization will be using the panels, your department is responsible for all work requests to UNTHSC Facilities Management for delivery and return and for the condition of the panels upon return.
4. To avoid delay by a return for correction, be sure to use the ***Work Request (WR) numbers***, not the Work Order (FM) on the form. FYI, for completing your work request, the boards are stored in MET 134.
5. Email your form to ip@unthsc.edu for approval and signature. This signature lets Facilities Management know that RD&C has approved the loan.
6. Email the partially completed form to ***Facilities Management Services***.
7. When the panels are returned and you have obtained the final signature indicating that they were returned in good condition, please forward this form with the original signature to the Office of Research Development & Commercialization, CBH-145A, Attention: Darlene McMillin. **Please note that Facilities will also inspect the panels for any damage.**

Good luck with your event, and thank you!