Project Room Check-out List

You must check-out of your room and return this signed form to Jorge Vargas in ENGR 500
NO LATER THAN Friday, June 12th 2020 at 4pm

Team Department & Number: ________________________________
(Submit only one form per team and check all items with an X-or-√-mark)

1. __ Return project room keys (if any) to the Project Center Assistant, Jorge in ENGR 500.

2. __ Return unused office supplies purchased with Project Center funds to Jorge in ENGR 500.

3. __ Turn in all receipts and reimbursements requests to Jorge in ENGR 500. Please provide forwarding mailing address for reimbursement checks.

4. __ Return materials belonging to your sponsor to your sponsor or your Design Coordinator/ Faculty Advisor as appropriate. This may include parts of your project.

5. __ Return materials belonging to your department to your Design Coordinator or Faculty Advisor.

6. __ Ensure that your project room is clean and cleared of all items accumulated during the year that were not in the room at the beginning of the year including: books, supplies, dishes, cups, silverware, decorations, food and beverages. Please remove any items posted on walls and windows.

Faculty Advisor Signature*: ________________________________

Date of Signature: ________________________________

*Faculty advisor or other department member must do a walk-through of project room prior to signing.

Questions? Please contact Jorge at 206-296-5503 or at vargasjorge@seattleu.edu