

Project Room Check-out List

You must check-out of your room and return this signed form to Jorge Vargas.

NO LATER THAN Friday, June 10th 2022 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 Jorge in the Project Center office.
2. ___ Return unused office supplies purchased with Project Center funds to Jorge in the Project Center office.
3. ___ Turn in all receipts and reimbursements requests to Jorge in the Project Center office. 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