

Project Room Check-out List

You must check-out of your room and send it signed to projectcenter@seattleu.edu No later than Friday, June 7th, 2024, at 4pm

Team Department & Number (Ex. CEE 23.1): _____

Submit only one form per team and check all items.

1. ___ **Return project room keys** (if any) to the Project Center Assistant, Jorge in BANN 344.
2. ___ Turn in all receipts and reimbursements requests to Jorge in BANN 344. Please provide your current mailing address for reimbursement checks.
3. ___ Return materials that belong to your sponsor or your design coordinator/ faculty advisor as appropriate. This may include parts of your project.
4. ___ Return materials belonging to your college department to your Design Coordinator or Faculty Advisor.
5. ___ 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: cardboard boxes, shipping paper, 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 members must do a walk-through of project room prior to signing.

Questions? Please contact projectcenter@seattleu.edu