



# Equipment Cancellation Request

All equipment cancellations must be submitted 24 hours in advance, or you will be charged for the time you have reserved the equipment. You must cancel by submitting this online form. No verbal cancellations will be accepted. For further information about INST's equipment cancellation policy, please visit our website at [www.inst.msstate.edu](http://www.inst.msstate.edu) or contact INST at 662-325-8739.

Please this completed form and fax it to INST at 662-325-3496.

Project Title: \_\_\_\_\_

Principal Investigator(s): \_\_\_\_\_

Department/Institution/Company: \_\_\_\_\_

Appointment(s) to be canceled:

Date \_\_\_\_\_ Time \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

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