



Disability Services
 1727 W. Alabama Ave.
 Chickasha, OK 73018
 (405)574-1326
 disabilityservices@usao.edu

INTERPRETER REQUEST FOR UNIVERSITY SPONSORED ACTIVITY

Today's Date:		Date of Event:		
<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> SA <input type="checkbox"/> SU				
Requestor Name:			Email:	
Event Title:				
Location:		Start Time:		End Time:
Meeting Time For Interpreter:			Meeting Location For Interpreter:	
Other Comments/Helpful Info:				
For Office Use Only				
<input type="checkbox"/> Request Filled		<input type="checkbox"/> Event Cancelled		<input type="checkbox"/> No-Show
Department To Be Billed:			# Of Service Providers Required:	
Service Provider	Hourly Rate	Hours	Travel Time	Cost
Total:				

Please note: Our ability to schedule interpreters relies on receiving a complete request form. Submit your requests for interpreters at least 2 weeks in advance. **Not submitting a request in time may result in an inability to find an interpreter.** Cancellations must be made through Disability Services a minimum of 24 hours in advance. Failure to do so will result in a "no-show" being recorded.