

Today's date \_\_\_\_\_

Requested by \_\_\_\_\_

Department \_\_\_\_\_

Telephone number \_\_\_\_\_ Email \_\_\_\_\_

Detailed explanation of request (purpose/why) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pickup date \_\_\_\_\_

Time(s) \_\_\_\_\_

Sign location(s) \_\_\_\_\_

Stand size (small or large) \_\_\_\_\_

Quantity taken \_\_\_\_\_

Return date \_\_\_\_\_

Quantity returned \_\_\_\_\_

**PLEASE ALLOW TWO WEEKS FOR PROCESSING**

**FOR OFFICE USE ONLY**

Request is:  Approved  Denied  Accepted with conditions

Comments/conditional agreements \_\_\_\_\_

Student Life \_\_\_\_\_ Date \_\_\_\_\_

Request decision communicated via  Phone  Email  In Person Date \_\_\_\_\_