

Dick & Mary Lewis Kleberg College
of Agriculture and Natural Resources

REQUEST FOR RECRUITING SUPPLIES

Please submit 1 week prior to event.

Event Name: _____ Date: _____

Requested by: _____ Ext: _____ Date: _____

Comments: _____

DESCRIPTION	QTY requested	QTY provided	DESCRIPTION	QTY requested	QTY provided
Banner – College			Cups		
Banner – Dept. (AG/AW/HS)			Pens		
6' Folding Table – (Max 4)			Pencils		
Table cover w/logo			Measuring Tape		
Folding Chairs – (Blue - Max 4)			Chap stick		
Canopy			Corn-stress ball		
Lanyards			Orange-stress ball		
Luggage handle			Eyeglass cleaner		
Backpack sack			Koozies		
Padfolio			Palm tree-key chain		
Water bottle			Misc.:		
Cell phone card protector			Misc.:		
Cow bells			Misc.:		

THIS SECTION TO BE COMPLETED BY THE DEAN'S OFFICE

Prior to the event

Request Approved By (Advisor): _____ Date: _____

Request Filled By (Office Staff): _____ Date: _____

SUPPLIES RECEIVED BY:

Print Name: _____

Signature: _____ Date: _____

After the event

Remaining Items Returned By:

Name: _____ Date: _____