

REQUEST FORM FOR PROMOTIONAL ITEMS

*No promotional items shall be provided unless the employee has completed a Request Form for Promotional Items.
Items are priced and purchased with regard to volume and target audience.*

THE FOLLOWING GUIDELINES APPLY TO PROMOTIONAL ITEMS BEING REQUESTED BY AN EMPLOYEE:

- The request must be made at least five days in advance of the date needed (three weeks advance notice for special volume ordering).
- The request must be submitted to the Office Manager or Assignee.

Event & Date of Event	Approximate Number Of Items Needed	Pickup Date & Time	Item

Date of Request: _____

Employee Requesting Items: (print name) _____ Signature: _____

Authorized by: _____

Executive Director _____ **Date** _____

Provided By: (print name) _____ Signature: _____ Date: _____