

**Promotional Product Request Form**

Request By: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Department: \_\_\_\_\_ Room # \_\_\_\_\_

Name of event: \_\_\_\_\_

Date (s) of event: \_\_\_\_\_ Dept OTPS code: \_\_\_\_\_

**Please allow two weeks lead time**

Approximately how many people will be attending the event: \_\_\_\_\_

Qty: \_\_\_\_\_ item \_\_\_\_\_ Qty: \_\_\_\_\_ item \_\_\_\_\_

Qty: \_\_\_\_\_ item \_\_\_\_\_ Qty: \_\_\_\_\_ item \_\_\_\_\_

**No more than 50 items per category**

Request by  
*Signature* \_\_\_\_\_ *Date received* \_\_\_\_\_

Approved by Director/VP  
*Signature* \_\_\_\_\_ *Date received* \_\_\_\_\_

**In what way will this promote your dept. and the College?**

Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_