

Individual Requesting Approval

(Please Print or Type)

* Name of Individual requesting approval and presenting items

* Address

* Phone number of contact person

* Number of Days you request having an item on display

Remember, 21 is the maximum number of days possible

** All Items with an asterisk must be filled out or request will **not be considered***

Please put items in a bag or large envelope along with this request form. We are not responsible for lost items.

Filled out request form can also be e-mailed to olvrecpt@qwest.net

Updated 7-30-07