

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
Backdrop – College			Turkey - Stress Ball		
6' Folding Table - (Max 4)			Tractor - Stress Ball		
Table Cover w/Logo			Javelina - Stress Ball		
Folding Chairs - (Blue/Max 4)			KRIRM Lanyards		
Tall Director Chairs(Blue/Max 4)			Drawstring Bags		
Brochures			Backpack / New		
Luggage			Backpack / Old		
College Posters Sm/Lg					
Pens					
Pennants					
Key Chains /embroidered			Misc.:		
Blue Cup w/straw			Misc.:		
T-Shirts (limited supply)			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: \_\_\_\_\_