

UNIVERSITY REGISTRAR BANNERS/EQUIPMENT SIGN OUT SHEET

 PURPOSE: _____
 DEPARTMENT: _____
 REQUESTOR: _____
 TELEPHONE EXTENSION: _____

 DATE NEEDED: ____/____/____
 DATE TO BE RETURNED: ____/____/____
 INDEX#*: _____
**Index# needed in case of damage to and/or missing items.
 Account will not be charged unless warranted.*
ITEMS REQUESTED :

*IF SCHOOL USER DOES NOT PICK UP ITEM(S)
 A COPY OF THIS FORM MUST BE ATTACHED TO WORK ORDER SUBMITTED TO PHYSICAL PLANT*

SCHOOL GONFALONS/BANNERS:

 GSBS NJDS NJMS RWJMS SHRP SN SOM SPH

 SHOULDER STRAPS QTY: _____
 LIGHT BASES (INDOOR) QTY: _____
 HEAVY BASES (OUTDOOR) QTY: _____
 POLES (TWO SECTIONS) QTY: _____

 UMDNJ OVERHEAD BANNER 13' 1½" x 8' 2"
 UMDNJ OVERHEAD BANNER 51½" x 53½"
 UMDNJ PODIUM BANNER 29" x 38"

 _____ DATE: ____/____/____
SIGNATURE (RESPONSIBLE DEPARTMENT)

 _____ DATE: ____/____/____
SIGNATURE PHYSICAL PLANT (WHEN ITEMS PICKED UP)
CONDITION ON RETURN :

 OVERHEAD BANNER 13' 1½" x 8' 2" _____
 OVERHEAD BANNER 51½" x 53½" _____
 PODIUM BANNER 29" x 38" _____

SCHOOL BANNERS:

	EXCELLENT	GOOD	FAIR	POOR
GSBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NJDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NJMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RWJMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHRP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 STRAPS QTY: ____ LIGHT BASES QTY: ____ HEAVY BASES QTY: ____ POLES QTY: ____

NOTES: _____

Note: Upon return all banners must include vinyl wrapping bag or box.

Physical Plant _____
 Date

Office of University Registrar _____
 Date