

EAST TEXAS BAPTIST UNIVERSITY
Custom Promotional Items Request

Date: _____	Date Needed: _____
Name: _____	
Email: _____	
Department: _____	
Extension: _____	
Items to be used for: _____	
Description of items to be ordered: _____	
Please insert link(s) below to show example of the type of item to be ordered or show exact item you are requesting:	
Insert here: _____	
Comments: _____	

For Office Use Only

Approved: _____ Not Approved: _____ Reason: _____

Approved by: _____ Date Approved: ___/___/___

Date Order Completed: ___/___/___

Submit