EAST TEXAS BAPTIST UNIVERSITY
In-Stock Promotional Items Request

Date: Date Needed:

Name:

Email:

Department:

Extension:

Items to be used for:

Items Requested	Quantity

For Office Use Only

Approved:_____ Not Approved:_____ Reason:_____

Approved by:_____ Date Approved:____/____/____

Date Order Completed: ____/____/____

Submit