



Flag Requisition Form

Contact Information

Name _____ Department _____
Phone _____ Title _____
Email _____

Flag Request Information

Flag Count _____ Required Supplementary Items: Poles [] Stands []
Date Needed _____ Return Date _____

Loan Agreement *I hereby agree that I will return the flag(s) by or on the required date listed above. I agree that failure to do so may encounter a penalty as stipulated by the office of global affairs.*

Note *Failure to return loaned flag(s) in the condition that they were received will result in a fee to restore or replace the flag(s)*

Contact Signature _____ Date _____
Employee Signature _____ Date _____
Returned Signature _____ Date _____
Return Condition _____

Office of Global Affairs