



EVENT SUPPLIES CHECK OUT LIST – Submit with UniFORM

WHAT	QTY requested	QTY given	WHAT	QTY requested	QTY given
CNCP BANNER – Black 2’x6’ (2)			BP Machine #		
CNCP BANNER – White 3’x6’			BP Machine #		
6’ Folding Table – White (2)			BP Machine #		
3’ Folding Card Table – Black			BP Machine #		
Tan Tablecloth w/CNCP logo			BP Machine #		
Plain Maroon Tablecloth (4)			BP Machine #		
Folding Chairs – Metal Gray (4)			BP Machine #		
Folding Chairs – Metal-Older (4)			BP Machine #		
Folding Chairs – Wood (4)					
10’x10’ White EZ-UP tent (1)					

TEAM OR ASSOCIATION _____

PROJECT & EVENT DATE _____

Advisor Signature: _____ DATE: _____

THIS SECTION TO BE FILLED OUT THE DAY THE SUPPLIES ARE CHECKED OUT

STUDENT CHECKING SUPPLIES OUT:

Print Name: _____ DATE: _____

Signature: _____

Faculty/Staff checking supplies out to student: _____

THIS SECTION TO BE FILLED OUT THE DAY THE SUPPLIES ARE RETURNED

PERSON RETURNING SUPPLIES:

Print Name: _____ DATE: _____

Signature: _____

Received by: _____ DATE: _____