

**Texas State University-International Office Check-Out Flag Request**

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| **Department/Organization/Student:** |  |
| **Person responsible for return of all items (print):** |  |
| **ID Number:** |  |
| **Telephone Number:** |  |
| **Email Address :** |  |
| **Anticipated Pick up Date:** |  |
| **Anticipated Return Date:** |  |

|  |  |  |
| --- | --- | --- |
| **ITEMS** | **At Check Out** | **At Check In** |
| **Flag Numbers**  **Please List** |  |  |
| **Number of Stands** |  |  |
| **Other:** |  |  |
| **IO staff person handling pick up:** |  |  |
| **IO staff person handling return:** |  |  |

**I take full responsibility for any damage to the flags and missing flags or stands.**

SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

