



University Relations and Media Affairs

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ROLL-UP/POP-UP USER REQUEST FORM

NOTE:

Items should be returned to University Relations & Media Affairs two days (2) days after the event. Should the item be lost or damaged by the borrower, cost of the item will be charged to the borrower/department.

<u>ITEM</u>	<u>REQUESTED QTY.</u>	<u>APPROVED QTY.</u> <small>(URM use only)</small>	<u>ITEM</u>	<u>REQUESTED QTY.</u>	<u>APPROVED QTY.</u> <small>(URM use only)</small>
<input type="checkbox"/> KSAU-HS Logo (English)	_____	_____	<input type="checkbox"/> KSAU-HS Logo (Arabic)	_____	_____
Event Title: _____					
Event Date & Time: _____					
Requestors Name: _____					
Department: _____ E-Mail: _____					
Extension: _____ Pager: _____ Date Required: _____ Time: _____					
Justification: _____					
REQUESTING DEPARTMENT HEAD APPROVAL:					
Name: _____					
Date: _____ Signature: _____					

UNIVERSITY RELATIONS & MEDIA DEPARTMENTS' USE ONLY:

Date Received: _____

Reference No: _____

CUSTODIANS' COMMENT:

Approved Disapproved:

Remarks: _____

Expected Date to Release: _____

Custodians' Signature _____

Date Signed: _____

DEPARTMENT HEAD APPROVAL:

Date: _____

Signature: _____

ACKNOWLEDGEMENT

<u>ITEM RECEIPT</u>	<u>ITEM RETURN</u>
This is to acknowledge the receipt _____ pcs. of roll-up/pop-up on _____ of _____ 201____.	This is to acknowledge from _____, Badge# _____ return of _____ pcs. of roll-up/pop-up.
Signed: _____	Signed: _____
Name: _____	Name: _____
Badge#: _____	Badge#: _____
Extn.: _____	Extn.: _____