



FLAG LOAN REQUEST

SECTION 1: REQUESTER'S INFORMATION

Name <i>(Last, First, MI)</i>		Request Date <i>(mm-dd-yyyy)</i>	Return Date <i>(mm-dd-yyyy)</i>
Requesting Agency <i>(If Other Than Department of State)</i>		Room	Building
Office Phone	Mobile Phone		

SECTION 2: REQUEST INFORMATION

Flags

Number of Bases	Number of Spires	Number of Eagles	Number of Poles
-----------------	------------------	------------------	-----------------

Event Location

Purpose

NOTE: In signing for this equipment it is understood that you are responsible for its return to Support Services. If the flags are not returned, or returned damaged your office will be financially responsible. Please be sure to receive a receipt when you return this equipment.

Signature	Date <i>(mm-dd-yyyy)</i>
-----------	--------------------------

SECTION 3: REQUEST PROCESSING

Authorizing Official <i>(Last, First, MI)</i>	Date Must be Returned by <i>(mm-dd-yyyy)</i>
---	--

SECTION 4: CLOSE-OUT

Returned to <i>(Last, First, MI)</i>	Date Returned <i>(mm-dd-yyyy)</i>
--------------------------------------	-----------------------------------

Items Returned.

Signature	Date <i>(mm-dd-yyyy)</i>
-----------	--------------------------