(Collection Bins can only be signed out a **maximum of one month** at a time, or you can and bring your own set of Collection Bins around campus; **only one collection** can be operating at a time.)

**Form Date:** ________________________________

**Requestor’s Name:** ________________________________

**Requestor’s Phone Number:** ________________________________

**Requestor’s Email Address:** ________________________________

**Department/Organization Name:** ________________________________

**Title of Event:** ________________________________

**Duration of Event:** ________________________________

**Number of Collection Bins requesting/ or placing around campus:** ______

**Location of Collection Bins:** ________________________________

**Special Requirements:** ________________________________

____________________________________________________

**FOR OFFICIAL USE ONLY**

**Date Received:** ___________ _____  **Date Notified:** ___________ _____

**Date Approved:** ___________ _____  **Number of Bins Assigned:** ______

**Processed By:** _____ (initials)