

# Info Desk

## Pick-Up/Drop-Off Form

In order to provide you with the most quality service, please take a few moments to complete this form when dropping items off at the desk. Approval for distribution/collection will be sent via email within 3 days. **THE INFODESK WILL NOT COLLECT CASH, CHECKS, OR ANY OTHER FORM OF PAYMENT WITH THIS SERVICE.** For other options for collecting income, please see the Assistant Union Director.

ITEM OR PAPERWORK TITLE & ITS PURPOSE:

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INFO DESK WILL (check all that apply) \_\_\_\_\_ hand out forms\*

\_\_\_\_\_ collect forms\*

organization name \_\_\_\_\_

contact name \_\_\_\_\_

phone number \_\_\_\_\_ contact email \_\_\_\_\_

how long does the item need to remain at the desk?

from \_\_\_\_\_ to \_\_\_\_\_

I agree that the Valparaiso University Union and its employees will not be held responsible for any lost or stolen items or paperwork. The Information Desk reserves the right to give out contact information to those customers with questions or problems.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*All paperwork must include a folder or envelope large enough to accommodate materials. For questions, contact the InfoDesk Manager, x5008 or the Assistant Union Director, x5150 or email [vu.union@valpo.edu](mailto:vu.union@valpo.edu).