

Welcome 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 WELCOME DESK 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:

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 Building Manager, x5008 or the Assistant Union Director, x5150 or email vu.union@valpo.edu.**