



PLEASE SEE INSTRUCTIONS BELOW

On **USE** please make sure the following requirements are visible

- FULL NAME
- UNIT/DEPARTMENT

On **RE** please make sure the following requirements are visible

- FULL NAME
- UNIT/DEPARTMENT
- DATE OF FIRST USE

If any of the information above is missing on the point of receiving the item we will not accept it

Handwritten notes and a checklist on a piece of paper, including a section titled "My Name Is" and a table with columns for "Name", "Unit/Department", and "Date of First Use".