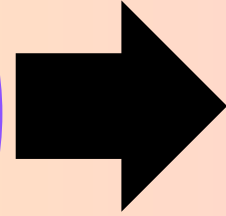


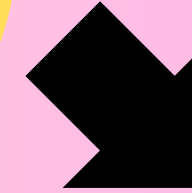
Step 1:

**Download, fill out, and save PDF
form on ORSP website**



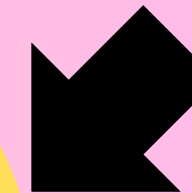
Step 2:

**Email filled out PDF form to ORSP
Administrative Assistant**



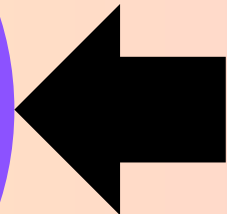
Step 3:

**Receive email from ORSP confirming
submission of form**



Step 4:

**Contact Moving Services to acquire
easels/boards from storage room
and bring them to desired location**



Step 5:

**Return easels/boards to storage
room when finished**

ORSP Agreement to Borrow Easels and/or Boards Process