



**FACULTY/STAFF GRADUATION RENTAL REGALIA ORDER FORM ♦ SPRING 2018**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Please locate the appropriate degree and check all that apply:					
Bachelors		Masters		Doctors	
<input type="checkbox"/>	Cap	<input type="checkbox"/>	Cap	<input type="checkbox"/>	Cap
<input type="checkbox"/>	Gown	<input type="checkbox"/>	Gown	<input type="checkbox"/>	Gown
<input type="checkbox"/>	Hood	<input type="checkbox"/>	Hood	<input type="checkbox"/>	Hood
<input type="checkbox"/>	Tassel	<input type="checkbox"/>	Tassel	<input type="checkbox"/>	Tassel

Check One:		If Colored Tassel On Cap is Desired, Give Department or Color	Height with Shoes		Weight	Cap Size
Male	Female		Feet	Inches		

ARE YOU ORDERING A HOOD? IF YES, COMPLETE THIS SECTION AND SIGN BELOW. IF NO, SKIP THIS SECTION AND SIGN BELOW.	
Name of Institution to Be Shown in Hood Lining (Include City and State)	Full Name of Degree to Be Shown In Hood (such as B.A., M.Ed., Ph.D., PharmD., etc.)

~~~~~ *Note:* ~~~~~

**The deadline for submitting your payroll deduction authorization form and Graduation Rental Regalia Order Form to the Office of Auxiliary Enterprises and Support Services is Friday, March 16, 2018. BOTH FORMS MUST BE SUBMITTED FOR PROCESSING. ONE WILL NOT BE PROCESSED WITHOUT THE OTHER.**

**Orders received by the Office of Auxiliary Enterprises and Support Services after Friday, March 16, 2018:**

- Will incur a \$35.00 late fee
- Must be paid-in-full with cash/check/money order before the order can be submitted to our supplier for processing.

**All rental attire must be returned to the Office of Auxiliary Enterprises and Support Services no later than 12 noon on Tuesday, May 15, 2018. Any late returns will incur a late fee. PLEASE SEE PAYROLL AUTHORIZATION DEDUCTION FORM FOR ADDITIONAL INFORMATION.**

**If you have any questions or need any additional information, please contact Wanda Parker Doss at 504-520-7501.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date