



**PAYROLL DEDUCTION AUTHORIZATION FORM ♦ FACULTY/STAFF GRADUATION RENTAL REGALIA
SPRING 2018**

I, _____, authorize Xavier University of Louisiana to process a one-time
Print
payroll deduction from my April 2018 salary to pay rental fees for the items checked below:

Bachelors	
<input type="checkbox"/> Cap & Gown Only	\$30.00
<input type="checkbox"/> Cap Only	\$20.00
<input type="checkbox"/> Hood Only	\$26.00
<input type="checkbox"/> Cap/Gown/Hood & Tassel	\$52.00

Masters	
<input type="checkbox"/> Cap & Gown Only	\$40.00
<input type="checkbox"/> Cap Only	\$20.00
<input type="checkbox"/> Hood Only	\$28.00
<input type="checkbox"/> Cap/Gown/Hood & Tassel	\$56.00

Doctors	
<input type="checkbox"/> Cap & Gown Only	\$45.00
<input type="checkbox"/> Cap Only	\$25.00
<input type="checkbox"/> Hood Only	\$30.00
<input type="checkbox"/> Cap/Gown/Hood & Tassel	\$60.00

Subtotal: \$ _____

\$35.00 Late Fee (*Orders received after Friday, March 16, 2018*) \$ _____

<input type="checkbox"/> Tassel Only	\$10.00
--------------------------------------	---------

Total: \$ _____

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

*If you need to cancel this order, please do so within three (3) days of placing your order. If you do not cancel your order within three days of your order date, you will be held liable for the full cost of the rental.*

~~~~~

Name: _____	Employee ID Number: _____
Campus _____	Job Title: _____
Phone: _____	Department: _____
Campus _____	
E-mail: _____	
Cell Phone: _____	

~~~~~ **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 must be paid-in-full - including the \$35.00 late fee - 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. Renter agrees to pay a \$35.00 late fee to be deducted from his/her May 2018 salary to cover the cost of any late return.**

**Regalia Return Date:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Time:** \_\_\_\_\_ A.M./P.M. **\$35.00 Late Return Fee:** [ ] Yes [ ] No

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

