POSITION ANNOUNCEMENT ORDER FORM
Attach a clean copy of job announcement

TO: Institutional Equity and Compliance
FROM: (Department & Address)

128 ADMN
City Campus 0437
Phone: 472-3417 Fax: 472-9440

Date Ordered: __________________________ Date Needed: __________________________

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>AMOUNT*</th>
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Cost Object: __________________________
GL Account: __________________________
Requisition #: ________________________

TOTAL: __________________________

Requested By: __________________________
Requestor’s Telephone #: __________________________

Approved By: __________________________

* Double-sided copies are $.18 per sheet. Paper only is $.10 per sheet. Each open position receives the first 50 announcements at no charge.