

POSITION ANNOUNCEMENT ORDER FORM

Attach a clean copy of job announcement

TO:
 Institutional Equity and Compliance
 128 ADMN
 City Campus 0437
 Phone: 472-3417 Fax: 472-9440

FROM: (Department & Address)

Date Ordered: _____

Date Needed: _____

Qty	Description	AMOUNT*
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.