TEXAS A&M INTERNATIONAL UNIVERSITY

FACULTY ADVERTISEMENT REQUEST FORM

VENDOR NAME:		
		DATE(S) REQUESTED:
NUMBER OF ISSUES:	ONCE TWICE	
AD TO RUN:	CONSECUTIVE NON-CONSECUTIVE	
TYPE OF AD:	BOX/DISPLAY LINE/WORD	
WORD COUNT:(only for certain vendors)		
ESTIMATE COST:	ACCOUNT NUMBER:	
CONTACT PERSON	EXTENSION	
REQUIRED APPROVALS:		
Search Committee Chair/ Department Chair	 Date	
Dean	 Date	
Provost/VPAA	 Date	

Note: ATTACH AD TO THIS FORM

After approvals on this form are obtained, Provost will electronically route to HR the approved ad (email w/ attachment). HR will forward the approved ad to the Purchasing Department via an email. Remember that getting an ad placed in a publication requires action from the Search Committee or College (must work directly with the Purchasing Department).