

TEXAS A&M INTERNATIONAL UNIVERSITY
FACULTY ADVERTISEMENT REQUEST FORM



VENDOR(S) NAME:
(publication)

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 / Date
Department Chair

Dean Date

Provost/VPAA Date

NOTE: ATTACH AD TO THIS FORM.

After approvals on this form are obtained, Dean must 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).