

University Advertising Request Form

EMPLOYEE RECRUITMENT

Advertising Request #:

173 Administration Building, Campus Zip: 1751,
Phone: 2-6434, Fax 2-9362

Dept. Name	Campus Zip	Phone	Date
Dept. Contact:	Account # to bill:		
VP Coordinator or Dean signature	Authorized Account signature:		

PRINT and PRINT+WEB combo Ads

WEB ONLY – not associated with print ads

A)	line (text only) display (box+logo)	<i>Automatic posting on 3 websites – UNIV PKG = \$0 cost: HigherEdjobs.com, InsidehigherEdjobs.com, Diversejobs.net</i>
B)	line (text only) display (box+logo)	
C)	line (text only) display (box+logo)	
D)	line (text only) display (box+logo)	
E)	line (text only) display (box+logo)	
F)	line (text only) display (box+logo)	
G)	line (text only) display (box+logo)	
<i>For additional publication and website names, use separate piece of paper</i>		

Human Resources ONLY

HR Posting Reference #:	HR Position Title:	Start/End dates:
HR Approval for posting:		

Office Use Only – do not write below this line

University Advertising:			
Account # to be credited:		Object Code:	Date:
Journal Transfer #:		Service Unit Approval:	
Net: \$	+ (6.39%) \$	= FINAL CLIENT PRICE: \$	

Research Services:	Grant Coordinator:	Date:	Grant Termination Date: