
PURCHASING DEPARTMENT
INTEROFFICE MEMORANDUM

To: General Faculty, Administrators, and Staff
From: Maritza Rodriguez, Purchasing Department M1-4, 215-751-8900
Subject: Commencement 2009

This years Commencement Ceremony will be held on Saturday, the 9th of May.

If you desire to rent your regalia through the Business Office, please complete the reverse side of this memo and return it to me in M1-4.

Orders will be accepted by the Purchasing & Services Department, room M1-4, until 5:00pm, on Friday, the 3rd of April 2009. After this date, you will be responsible for obtaining your own cap & gown from commercial sources. You will not be able to obtain Cap and Gown from the Oak Hall Company. **There will be NO exceptions this year.**

Rental Caps, gowns, and hoods will be issued and recovered at the commencement site.

Any person desiring to purchase an ensemble should contact John D'Orta, District Representative directly at 1451 Grand Oak Lane, West Chester, PA 19380, or telephone: 610-692-4056.

Vendor representatives will NOT be present on the day of Commencement. You will NOT be able to rent or exchange caps, gowns or hoods at that time.

Ordering Instructions:

Circle the regalia that you wish to rent from row #1, as well as your degree from column 1. Add the associated price to the payroll deduction form below.

DEGREE	CAP, GOWN AND HOOD	CAP & GOWN	HOOD ONLY	CAP ONLY
BACHELOR	28.00	14.00	14.00	5.00
MASTERS	29.00	14.50	14.50	5.00
DOCTORAL	31.50	15.75	15.75	5.00

- Complete the following information.

Last Name	
First Name	
Your College	
Your Degree	
Sex	Circle: M or F
Height	
Weight	
Cap Size	

Payment Instructions:

To pay the rental fee via the payroll deduction process, please complete the consent form below. Alternatively, payments by cash will be accepted by the College cashiers located in BG-2, on the ground floor of the Bonnell Building (please attach the yellow receipt form to your order and retain the white copy for your records).

I hereby consent to have \$ _____ deducted from my pay account for rental of commencement regalia.		
_____	_____	_____
Signature	Date	J Number

REQUEST MUST BE SUBMITTED NO LATER THAN:
5:00pm, Friday the 3rd of April 2009