TO: Faculty Members – School of Nursing, Graduate School of Biomedical Sciences and School of Medicine

FROM: UTMB Student Bookstore

SUBJECT: Rental Reservations for Academic Apparel for Spring Commencements

Rental Fees:

- Bachelor's Cap, Gown and Tassel: $35.85
- Bachelor's Hood: $37.50
  Total: $73.35
- Sales Tax: $6.06
  Total: $79.41

- Master's Cap, Gown and Tassel: $37.95
- Master's Hood: $39.50
  Total: $77.45
- Sales Tax: $6.38
  Total: $83.83

- Doctoral Cap, Gown and Tassel: $50.50
- Doctoral Hood: $42.00
  Total: $92.50
- Sales Tax: $7.63
  Total: $100.13

Orders will be accepted through deadlines on the attached order form. Each order must be accompanied by a personal check made payable to UTMB Bookstore, UTMB Purchase Order, or provide credit card information (see attached form). Please e-mail Janelle Achord with cancellations at least 60 days prior to the date of the first use; otherwise, refunds cannot be made. Please see order form for Commencement Deadline Dates; if order is NOT submitted by the deadline, a $15.00 late fee will be due.

Please complete the attached form and return it to the Bookstore in person, mail to the address below or e-mail to Janelle or Sandra (e-mail addresses below). Should you have any questions, please call the Bookstore at the contact information listed below.

UTMB Bookstore
Attn: Janelle Achord (jkachord@utmb.edu) or Sandra Low (sllow@utmb.edu)
Moody Medical Library, Room 1.106 • Galveston, Texas 77555-0936
(409) 772-1939 Phone • (409) 772-3440 Fax
FACULTY
2013 UTMB Commencement
Order Form
RENTAL Gown, Hood, Cap & Tassel

Name: ___________________________________________ Male:______ Female:______

Department: _______________________________ Extension: ____________

Degree Title: ____________________________________________________________

Conferred by (School's Name): _____________________________________________

School's Location(City & State) _____________________________________________

Chest Measurement: ________   Weight: ________   Height: ________

________________________________________________________________________

I will need this Cap, Gown and Hood for the following commencement(s):

_________ April 19, 2013  School of Nursing Commencement  Deadline: February 22, 2013

_________ May 03, 2013 Graduate School Commencement  Deadline: March 08, 2013

_________ June 01, 2013  School of Medicine Commencement  Deadline: March 15, 2013

_________ Aug. 16, 2013  SHP Commencement  Deadline: June 21, 2013

Please place a check mark on one or more of the above.

_________ Discover

_________ Mastercard  Name as it appears on card

_________ Visa  Credit Card Account Number

(Please check one)  Expiration Date  3-Digit Security Code

If paid by Department, please generate a purchase order.

MEASUREMENTS ARE NOT KEPT ON FILE, SO PLEASE COMPLETE THIS FORM IN ITS
ENTIRETY FOR A PROPER FIT AND RETURN IT TO THE BOOKSTORE, ROUTE 0936.

IF ORDER IS NOT RECEIVED BY THE DEADLINE(PLEASE SEE ABOVE), A $15.00 PLUS TAX
LATE FEE WILL APPLY.