ORDER RENTAL REGALIA BY MARCH 1st
For the 2011 GRADUATION CEREMONIES

University of Arkansas – University Bookstore  616 N. Garland
(479) 575-7652/6261  Fayetteville, AR 72701

TO:    All Faculty

From: Walter Franke/Betty Rowe
Date: 2/5/11
RE: 2011 Graduation – Faculty Rental Regalia

Faculty members who plan to participate in the May 2011 Commencement and need to rent regalia, please check with your department office to see if they will be processing your order or if you need to place the order yourself.

Payment will be required at the time your order is placed. Orders may be placed by emailing to bneel@uark.edu. Any order can be placed in person at the Accounting Office in the Bookstore. If your department is paying your rental fee this year, they must do the following:

1. Have a Purchase Order with the Bookstore.
2. Send a memo authorizing the rental of regalia and list the proper Purchase Order number.
3. Memos may be faxed to 5-8676 or emailed to bneel@uark.edu
4. No charges for rental regalia on P-Cards.

Please let us know as soon as possible if you need to cancel your order. Reimbursement will be made only if your regalia is used by another faculty member.

**Deadline for regalia orders is March 1, 2011.** Late orders will be assessed a $10.00 late charge. Faculty hoods may not be available in all school colors on orders received after March 1, 2011. Substitute hoods will be provided if available.

Regalia will be available in the Bookstore, 616 N. Garland on the following dates:

<table>
<thead>
<tr>
<th>Tuesday – Friday</th>
<th>May 10 through May13</th>
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<tr>
<td>10 am – 7 pm</td>
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<tr>
<td>Saturday</td>
<td>May 14</td>
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<tr>
<td>7:45 am – 4 pm</td>
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Regalia can be returned on Saturday, May 14 until 4 p.m. or Monday, May 16 to the Bookstore.

**Rental Prices (Sales Tax not included – add 9.25% for sales tax)- Unit includes Cap, Gown and Tassel):**

- Bach. Unit: $24.45
- Bach. Hood: $19.45
- Master Unit: $25.00
- Master Hood: $21.65
- Doctor Unit: $28.65
- Doctor Hood: $21.75

If you have ordered from us before, we should have your information on file or use the order form below:

NAME: ________________________________                  Male/Female (Circle one)

DEPT: ________________________________                  Phone: ______________________

Check items needed:  Cap: ______  Gown: ______  Hood: ______

Weight: ______  Height: ______  Cap Size: ______

(if unknown, measure in inches)

Check your degree:  Bach: ____  Master: ____  Doctor: ____

* List your degree: ___________________________________________________________

* University degree is from: ___________________________________________________

* City/State: __________  * Provide this information only if ordering a hood.