REQUEST FOR PLACEMENT OF ADVERTISEMENTS

Please complete this form in detail so we may accommodate your request promptly. Remember to build in some time to obtain a budget authorization and the necessary approval signatures.

ORIGINATOR OF REQUEST:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus</th>
<th>Phone Ext.</th>
</tr>
</thead>
</table>

If ad PRODUCTION is required, allow at least two weeks for design, copy approval and final proofing of the ad. Please supply suggested copy and ad size required as early as possible, giving us sufficient time to produce final stats for submission to newspaper or magazine.

AD PLACEMENT:

Date(s) advertisement to run: Day Date Amount

TOTAL:

Where ad(s) to be placed:

<table>
<thead>
<tr>
<th>Newspaper</th>
<th>Section</th>
<th>Ad Size</th>
</tr>
</thead>
</table>

Headline/subject of ad:

Budget Account Number:

Authorized Signature for Account: Date

APPROVALS

Department Chair or Supervisor: Date

Dean or Director: Date

Associate VP for University Communications: Date

When completed, this form should be forwarded to:
Sara Chamberlain, 201-692-Fax: 7019, Voice: 7337