

## Rowan University Envelope Order Form

Use this form to order University envelopes, effective May 15, 2008. Envelopes print in brown and gold ink on white stock. All envelopes will be sent by Purchasing to be typeset and printed by a vendor on contract with the University. Purchasing will send you a proof sheet for your approval. Work will not continue until you return the proof to Purchasing. Please allow approximately two weeks for delivery of envelopes.

The prices for envelopes are in effect for orders placed and received from May 15, 2008 to September 30, 2008. If you make changes on the proof you will be charged extra and delivery may be delayed. Provide your name, phone & fax numbers. Select your college, office or department from the lists below. Check all that apply.

### Colleges & Departments

**Centers, Institutes & Grants**

- Liberal Arts & Sciences Institute  
for Research & Community Service
- McSIIP/Project Smart/NJSSI
- Beginning Teacher Induction Center
- Center for Addiction Studies
- Center for Innovation & Entrepreneurship
- Education Institute
- Faculty Center for Excellence in Teaching & Learning
- International Center
- The Management Institute

**College of Communication**

- Office of the Dean
- Department of Communication Studies
- Department of Writing Arts
- Department of Journalism
- Department of Public Relations/Advertising
- Department of Radio/TV/Film
- Rowan Radio 89.7 WGLS-FM

**College of Education**

- Office of the Dean
- Department of Educational Leadership
- Department of Elementary/Early Childhood Education
- Department of Health & Exercise Science
- Office of Field Experiences
- Department of Reading
- Department of Secondary Education/Foundations of Education
- Department of Special Educational Services/Instruction

**College of Engineering**

- Office of the Dean
- Chemical Engineering
- Civil & Environmental Engineering
- Electrical & Computer Engineering
- Mechanical Engineering
- Engineering Outreach Office

**College of Fine & Performing Arts**

- Office of the Dean
- Department of Art
- Department of Music
- Department of Theatre & Dance
- Westby Gallery

**College of Liberal Arts & Sciences**

- Office of the Dean
- Department of Biological Sciences
- Department of Chemistry & Biochemistry
- Department of Computer Science
- Department of Economics
- Department of English
- Department of Foreign Languages & Literatures
- Department of Geography & Anthropology
- Department of History
- Department of Law & Justice Studies
- Department of Mathematics
- Department of Philosophy & Religion
- Department of Physics & Astronomy
- Edelman Planetarium

- Department of Political Science
- Department of Psychology
- Department of Sociology

**The Graduate School**

- Office of Government Grants & Sponsored Projects
- Office of the Dean
- Office of the Associate Provost for Research

**Rohrer College of Business**

- Office of the Dean
- Department of Accounting & Finance
- Department of Management/MIS
- Department of Marketing
- MBA Program

### Administration

**Administration & Finance**

- Office of the Vice President for Administration & Finance
- Associate Vice President & Controller
- Accounting Services
- Accounts Payable
- Bursar
- Payroll
- Purchasing
- Bookstore
- Child Care Center
- Dining Services (Sodexo)
- Employee & Labor Relations
- Facilities Planning & Construction
- Resource Management
- Facilities Operations
- Human Resources
- EEO/AA
- Internal Audit
- Mail Room
- Budget & Planning**
- Office of Institutional Research & Planning
- Budget Office

**Office of the President**

- AFT
- Office of Civic & Governmental Relations
- University Senate

**Office of the Provost**

- Academic Affairs Office
- Information Resources
- Office of Associate Provost
- Enterprise Information Systems
- Duplicating Services
- Instructional Technology Services
- Network and System Services
- Information Resources Training Services
- Bantivoglio Honors Program
- ROTC
- Campbell Library
- Acquisitions
- Administration
- Cataloging
- Circulation
- Government Publications
- Inter-Library Loan/Document Delivery
- Music Library
- Periodicals
- Public Services
- References
- Special Collections/Archives

**Student Affairs**

- Admissions Office
- International Student Services
- Office of the Vice President for Student Affairs
- Office of the Associate Vice President for Student Affairs
- Office of Dean of Students
- Office of Judicial Affairs
- EOF/MAP
- Athletics Office
- Sports Information Office
- Student Health Services
- Health, Counseling & Psychological Services
- Counseling & Psychological Services Center
- Student Health Center
- Financial Aid Office
- Office of the Registrar
- Office of Residence Life
- Office of Student Information Services
- Student Center
- Office of Multicultural Affairs
- Student Recreation Center
- Student Government Association
- Office of University Housing
- Public Safety
- Safety & EMS
- Career & Academic Planning Center
- Academic Success Center

- Office of Service Learning & Volunteerism
- Center for the Study of Student Life

**University Advancement**

- Alumni Relations
- Development
- Development Information Systems
- Major Gifts & Planned Giving
- University Foundation
- University Publications

**University Relations**

- University Relations
- University Marketing
- Web Development

**Other:** \_\_\_\_\_

**Rowan University at Camden**

- Department/Office: \_\_\_\_\_

**\* If Camden is checked, please use Camden address:**

Rowan University at Camden  
200 North Broadway  
Camden, NJ 08102

### The following information must be provided to process your request:

Name: \_\_\_\_\_

E-mail #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Fund #: \_\_\_\_\_ Org. #: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**Fund-Org number to appear on envelope (if different from billing above)**

Fund #: \_\_\_\_\_ Org. #: \_\_\_\_\_

Size/Quantity/Price			
<input type="checkbox"/> #10	<input type="checkbox"/> #10 Window	<input type="checkbox"/> #9 (BRM)	<input type="checkbox"/> 6x9
Quantity/Price	Quantity/Price	Quantity/Price	Quantity/Price
<input type="checkbox"/> 500—\$79.03	<input type="checkbox"/> 2,500—\$264.71	<input type="checkbox"/> 2,500—\$190.92	<input type="checkbox"/> 250—\$209.21
<input type="checkbox"/> 1,000—\$113.04	<input type="checkbox"/> 5,000—\$356.13	<input type="checkbox"/> 5,000—\$265.33	<input type="checkbox"/> 500—\$225.26
	<input type="checkbox"/> 10,000—\$560.70	<input type="checkbox"/> 10,000—\$433.21	<input type="checkbox"/> 1,000—\$254.44
<input type="checkbox"/> 9x12	<input type="checkbox"/> 10x13	<input type="checkbox"/> A-2 (invitation)	<input type="checkbox"/> A-6 (invitation)
Quantity/Price	Quantity/Price	Quantity/Price	Quantity/Price
<input type="checkbox"/> 250—\$216.35	<input type="checkbox"/> 250—\$219.41	<input type="checkbox"/> 500—\$214.40	<input type="checkbox"/> 500—\$220.80
<input type="checkbox"/> 500—\$234.23	<input type="checkbox"/> 500—\$238.92	<input type="checkbox"/> 1,000—\$240.10	<input type="checkbox"/> 1,000—\$251.32
<input type="checkbox"/> 1,000—\$286.23	<input type="checkbox"/> 1,000—\$296.20	<input type="checkbox"/> 2,000—\$295.38	<input type="checkbox"/> 2,000—\$314.64

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fax this form to 256-5623 or return to the Purchasing Office in Bole Hall.