

Rowan University Letterhead Order Form

Use this form to order University letterhead, effective April 27, 2005. Letterhead prints in brown and gold ink on white stock. All letterhead will be sent by Purchasing to be typeset and printed by a vendor on contract with the University. Purchasing will send you a proof for your approval. Work will not continue until you return the proof to Purchasing. Please allow approximately two weeks for delivery of letterhead.

The prices for letterhead are in effect for orders placed and received from March 1, 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
- 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
- Department of Chemical Engineering
- Department of Civil & Environmental Engineering
- Department of Electrical & Computer Engineering
- Department of 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

William G. 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

Department Phone/Fax (To appear on letterhead)

Phone _____

Fax _____

Please print your personal information and billing information below

Name _____

E-mail _____

Phone _____

Fax _____

Fund # _____ Org. # _____

Requisition # _____

Letterhead Quantity (Price)

- 500 (\$62.33)
- 1,000 (\$84.67)
- 2,000 (\$124.33)
- 3,000 (\$174.00)
- 5,000 (\$248.33)
- 10,000 (\$436.65)

Matching #10 Envelopes (Price)

- 500 (\$79.03)
- 1,000 (\$113.04)

Signature _____ Date _____

Please fax this form to 856-256-5623 or return to Purchasing in Bole Hall.