

KU Bookstore Regalia Rental Form (Only Available to Faculty and Staff)		<input type="checkbox"/> Credit Card		<input type="checkbox"/> Departmental Charge*		Date of Order		
		Department Name:						Staff Initials:
		Contact for Payment:						
<input type="checkbox"/> Doctor	Last Name			First Name			Middle Initial	
<input type="checkbox"/> Master								
<input type="checkbox"/> Bachelor	Email Address			Phone				
GOWN <input type="checkbox"/> No <input type="checkbox"/> Yes		HOOD <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, fill out information below)						
Weight		Degree Title <input type="checkbox"/> PhD or Other: _____				If other school, City and State of school:		
Height		Graduated from <input type="checkbox"/> KU <input type="checkbox"/> Other School: _____				**We cannot guarantee hood colors for schools outside of the United States		
Gown Rental \$30		Hood Rental \$30		<input type="checkbox"/> Cap \$6 SKU 00066964		<input type="checkbox"/> Tam \$35 SKU 00067019 <input type="checkbox"/> Black Short Tassel \$6 = SKU 00067020 <input type="checkbox"/> Old Gold Short Tassel \$6 SKU 00067028 (KUMC) <input type="checkbox"/> Sch Color Short Tassel \$6 SKU 00067166 (KUMC)		
<input type="checkbox"/> Black Gown Master SKU 00066960		<input type="checkbox"/> Master SKU 00066962				<input type="checkbox"/> Optional Gown Steaming \$15 Sku 00067039		
<input type="checkbox"/> Black Gown Doctor SKU 00066961		<input type="checkbox"/> Doctor SKU 00066963		<input type="checkbox"/> Black Long Tassel \$6 SKU 00066965		<input type="checkbox"/> Expedited Order Fee After 03/25/2024 \$19.95 Sku 00067031 We cannot guarantee hood colors on orders placed after this date.		
Special Instructions or Notes: Rental Terms: Payment for academic regalia rental is due in full at the time the order is placed. Payment must be by credit card or departmental bookstore charge. I authorize the KU Bookstore to charge my credit card or my department's bookstore account for the full retail replacement cost of any rental regalia that is not returned within ten (10) business days after my ceremony. Signature: _____								
PICK UP AND RETURN LOCATION: KU Bookstore, 1301 Jayhawk Blvd., Lawrence, KS 66045 785-864-4640				RENTALS MUST BE RETURNED WITHIN 10 DAYS OF CEREMONY Rentals will be available for pick up beginning 05/7/2024 Due to the large number of rentals that we have in May, we are not able to notify each person individually of when rentals are ready to be picked up. If you want to be sure that yours is available before coming to the bookstore, please call 785-864-4640				
Store Use Only:								
Date Ordered From Josten's		Date Returned by Customer						
Date Charged if Dept. Charge		Staff Member Receiving Return						
*For departmental charges, please email completed form to kubssupplies@ku.edu Do not include confidential credit card information in email.								

IMPORTANT PAYMENT INFORMATION: For Personal Credit Card Charges:

Either pay in store, or

1. Go to KUBookstore.com
2. Create a customer profile (if you don't already have one)
3. Enter your credit card information as your preferred method of payment
4. Then fill out this rental form and email it to kubssupplies@ku.edu
5. We will confirm the receipt of your form by email
6. We can then create an order in our system, and charge it to your credit card through your eCommerce customer profile and send you a receipt.

For Departmental Charges on the Lawrence and Edwards Campus:

Less than \$200:

If your order total is less than \$200, you can charge the order to a pcard. If we already have your p-card on file in your department profile, we can create a sales order and charge it to your p-card and send you a receipt.

If we don't have your p-card on file, please call 785-864-2474 so we can add your p-card number to the departmental profile. We will then create a sales order and charge it to your pcard and send you a receipt.

Greater than \$200 or don't want to use a p-card:

1. Email your completed form(s) to kubssupplies@ku.edu
2. We will acknowledge the receipt of your form(s) by email, and will create an Estimate for you to submit for a University PO.
3. When you get the PO, please forward a copy to the email address that you received the estimate from.
4. We will then process the PO and charge the amount through University FITC.