

KU Bookstore Regalia Rental Form (Only Available to Faculty and Staff)										☐ Credit Card	☐ KU PO	Date of Order
Department Name:										Staff Initials:		
☐ Doctor	Last Name		First Name		Middle Initial							
☐ Master												
☐ Bachelor	Email Address		Phone									
GOWN ☐ No ☐ Yes			HOOD ☐ No ☐ Yes (if yes, fill out information below)									
Weight			Degree Title ☐ PhD or Other: _____			If other school, City and State of school: _____						
Height			Graduated from ☐ KU ☐ Other School: _____			**We cannot guarantee hood colors for schools outside of the United States						
Gown Rental \$30			Hood Rental \$30			☐ Cap \$6 SKU 00066964		☐ Tam \$35 SKU 00067019		☐ Expedited Order Fee After 03/27/2023 \$19.95 Sku 00067031 We cannot guarantee hood colors on orders placed after this date.		
☐ Master SKU 00066960			☐ Master SKU 00066962			☐ Black Short Tassel \$6 SKU 00067020		☐ Optional Gown Steaming \$15 Sku 00067039				
☐ Doctor SKU 00066961			☐ Doctor SKU 00066963			☐ Old Gold Short Tassel \$6 SKU 00067028 (KUMC)		☐ Sch Color Short Tassel \$6 SKU 00067166 (KUMC)				
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., 2 nd Floor Kansas Memorial Union Lawrence, KS 66045 785-864-4640 kubookstore.com						RENTALS MUST BE RETURNED WITHIN 10 DAYS OF CEREMONY Rentals will be available for pick up beginning 05/9/2023 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 864-1358.						
Store Use Only:												
Date Ordered From Josten's				Date Returned by Customer				*For departmental charges, please email completed form to kubssupplies@ku.edu for credit card orders email completed form and then call 785-864-2474. Do not include confidential credit card information in email.				
Date Charged to Dept.				Staff Member Receiving Return								