



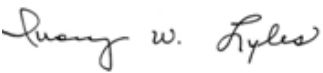
Alcorn®

SCHOOL OF AGRICULTURE, RESEARCH,
EXTENSION & APPLIED SCIENCES

Office of Dean and Director

1000 ASU Drive #690 • Lorman • Mississippi • 39096-7500 • Phone: 601.877.6137

To: School of Agriculture, Research, Extension and Applied Sciences
Faculty, Staff and Students

From: 
Dr. Ivory W. Lyles
Dean and Director of Land-Grant Programs

Date: January 28, 2016

RE: Ordering of Promotional Items – Revised

Effective immediately, please follow the following process when ordering promotional items within the School of Agriculture, Research, Extension and Applied Sciences.

1. The originator should contact the Office of AREAS Communications to discuss and select items to be ordered; at that time, the vendor of choice can be contacted for a price quote for the specific item(s) desired.
2. The originator should then contact Media and Communications designee, Ms. Lyvetta Mickell regarding the artwork for the items.
3. The originator should submit the price quote as well as the layout and design proof approved by the Office of Media and Communications to the Dean's Office for review and/or approval by Dean Lyles. Also, please attach a photo copy of the item(s) to be ordered.
4. Once an approval has been received from the Media and Communications Unit, then all documents pertaining to the promotional items order as well as the purpose of the purchase should be submitted to the Dean's Office for the review and/or approval of the requested items.
5. The Dean's Office will assume the responsibility of submitting the requested documents to the Office of University Relations for review and/or approval by Ms. Clara R. Stamps, Vice President for University Relations or her designee. Upon receipt from the Office of University Relations the document will be returned to the originator to be entered into the banner purchasing system or corrections/revisions.

If you have any questions, please call 601.877.6137 or ilyles@alcorn.edu or deidre@alcorn.edu.

Thank you.