AUTHORIZATION FOR ADVERTISEMENT

To: HR/Employment Services	Date:
From:	Dept.:
Phone:	Req. #:
RUN DATE(S):	
PUBLICATION(S):	
Logo: No	Yes TTP HSC Other
Section (If applicable):	
Ad Copy:	
For additional information and to complete an online application, please visit: www.texastech.edu/careers/ and search for Req. #:	
PAYMENT AUTHORIZATION FOR DIRECT PAY	
FOP to be charged:	
Fund	Orgn Prog
Authorized Signature:	
Please fill in the necessary information along with an authorized signature and return to the Human Resources Department. Upon receipt of the completed form, the Human	

Please fill in the necessary information along with an authorized signature and return to the Human Resources Department. Upon receipt of the completed form, the Human Resources Department will receive price quotes along with the ad deadlines and receive final approval prior to publishing the ad.