

**University of Connecticut  
Department of Human Resources  
Paid Advertising Request Form**

Department Name: \_\_\_\_\_  
 Search Contact Name: \_\_\_\_\_  
 Search Contact Phone: \_\_\_\_\_  
 Search Number: \_\_\_\_\_  
 Fiscal Officer Name: \_\_\_\_\_  
 Fiscal Officer Phone: \_\_\_\_\_  
 Unit Number: \_\_\_\_\_

<u>Object Code:</u>	<u>KFS Account:</u>	<u>Percent Charged:</u>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

**PUBLICATIONS TO BE USED:**

Please select more than one publication type if preferred and applicable to publication.  
**PLEASE DO NOT ABBREVIATE PUBLICATION NAME.**

1) Publication Name: \_\_\_\_\_

Display Ad <input type="radio"/>	Incolumn Ad <input type="radio"/>	Website Posting <input type="radio"/>	Other <input type="radio"/>
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2) Publication Name: \_\_\_\_\_

Display Ad <input type="radio"/>	Incolumn Ad <input type="radio"/>	Website Posting <input type="radio"/>	Other <input type="radio"/>
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3) Publication Name: \_\_\_\_\_

Display Ad <input type="radio"/>	Incolumn Ad <input type="radio"/>	Website Posting <input type="radio"/>	Other <input type="radio"/>
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4) Publication Name: \_\_\_\_\_

Display Ad <input type="radio"/>	Incolumn Ad <input type="radio"/>	Website Posting <input type="radio"/>	Other <input type="radio"/>
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Please use additional page if necessary

Please return the completed form to the Advertising Coordinator either by scanned email to: [hr@uconn.edu](mailto:hr@uconn.edu) or fax at (860) 486-0378. Please be sure to include any special instructions and a preferred ad copy. If you have any questions, please email: [hr@uconn.edu](mailto:hr@uconn.edu).