

FACULTY SEARCH – REQUEST FOR MEAL TICKETS

SECTION I			
Search Number: _____	Department: _____	Search Chair: _____	Campus Extension: _____
When tickets are ready, call: Name: _____		Campus Extension: _____	
SECTION II			SECTION III <i>Completed by Provost's Budget Office</i>
DATE TO BE USED	CANDIDATE'S NAME	NAME OF TU HOST	TICKET NUMBERS

- The number of tickets allowed per candidate is three (one for the candidate and two for the department) on the day of the candidate's visit.
- Step 1. Complete SECTIONS I and II.
 - Step 2. Complete a separate form for each search number.
 - Step 3. Send form via email to Wendy Rohrbaugh (wrohrbaugh@towson.edu) or deliver to Provost's Budget Office, Administration Bldg.
 - Step 4. Indicate whether you would prefer to pick up your tickets or have them send via interoffice mail.
 - Step 5. PBO will notify you when your tickets are available for pick up or have been sent via campus mail.