PI TAU SIGMA CERTIFICATE AND JEWELRY ORDER FORM - July 2011 - **Please do not change the format or fonts of this form.** Just type information in highlighted areas.

PLEASE BE CAREFUL IN TYPING ALL PERTINENT INFORMATION CORRECTLY - DO NOT FORGET TO EMAIL THIS FORM- FILL A SEPARATE FORM FOR FALL AND SPRING INITIATIONS

PLEASE READ AND FOLLOW ALL INSTRUCTIONS

Mail a copy of this form along with your PTS check to:
PI TAU SIGMA / Dr. Alex Moutsoglou
South Dakota State University
Box 2219, SCEH 218
Brookings, SD 57007

Mail a copy of this form along with your JEWELRY check to :
Stephanie Mitchell / Award Concepts, Inc.
P.O. Box 4305
St. Charles, IL 60174-9075
You may also pay by credit card by calling 800-659-7801

For certificates send a **single check** for the total amount payable to Pi Tau Sigma.
If you order jewelry or for rush orders ($25 charge), you may pay using a credit card or by mailing to Award Concepts a separate single check payable to Award Concepts.

In addition to mailing this completed form along with your check(s) to the address(es) above, you must also email an electronic copy of this excel file to **alex.moutsoglou@sdstate.edu** saved with the name of your chapter (i.e. Illinois Alpha) as part of the file name, and including the word PTS in the subject line of your e-mail. **You will also need to copy your advisor in the sent e-mail**. Note that your registration **will not be processed without e-mailing** a fully completed electronic copy of this form. Chapters from California, Georgia, Illinois, and Ohio need to include a fee of $0.30 per certificate ordered to cover state taxes. They also need to pay, as shown below, the indicated applicable tax on the total jewelry order. Absolutely do not send any check(s) without a printed copy of this form. Do **not** staple check. Honorary members shall be selected on the basis of successful achievements in mechanical engineering. Practicing engineers and full, associate, or assistant professors of mechanical engineering are eligible. If any honorary members are included, please give justification in your email when sending this file. **Do not forget to mark the box on the right if you want fewer bents than the number of initiates.**

CHAPTER INFORMATION

Name of Advisor : Yin-Lin Shen
Telephone and E-mail of Advisor : (202) 994 - 6996 ; yshen@gwu.edu
Name of President : Danielle Barsky
Telephone and E-mail of President : (516) 225 - 9459 ; danib@gwmail.gwu.edu

FILL IN OFFICIAL SCHOOL NAME AND OFFICIAL CHAPTER NAME
check website if not sure about the official chapter name (i.e. Illinois Alpha)
Name of School : The George Washington University
Name of Chapter : George Washington Phi Gamma

Shipping: Name and Address of Chapter Advisor for Receipt of Certificates and Jewelry
Professor Yin-Lin Shen
Academic Center T727
MAE Dept., GWU
801 22nd Street, NW
Washington, DC 20052

DO NOT FILL IN

CHAPTER NUMBER
124

ORDER NUMBER
4303

AUTHORIZATION DATE
May 2, 2012

The national office will provide a free bent for each initiate. If you need fewer, enter the number of bents you need below or enter zero if do not need any. Chapters are responsible for shipping charges.

We need only **bents**

DO NOT FORGET TO E-MAIL THIS FORM For rush orders of certificates/jewelry, contact Award Concepts Inc. to alert and pay the charge of $25 payable directly to Award Concepts, Inc. **Use a separate registration form for fall and spring initiations.** As this form is continually evolving, please always complete the form by going to the website and using the latest updated version.

CERTIFICATES

Quantity	DESCRIPTION	UNIT PRICE	TOTAL
4	Active Initiates	$30.00	$120.00
	Graduate Initiates	$30.00	$0.00
	Honorary Initiates (up to 2 per year no charge)		
	Replacement Certificates	$13.00	$0.00
	Replacement Membership Cards	$5.00	$0.00
1	Shipping of Bents		$6.00
	CA, GA, IL, and OH chapters add $0.30 per certificate ordered	$0.30	$0.00
0	Inactivity Fee	$50.00	$0.00
	TOTAL FEES PAYABLE TO PI TAU SIGMA		$126.00

JEWELRY

Quantity	DESCRIPTION	UNIT PRICE	TOTAL
	KEYS Flat Charm w/Loop: Gold-Kase	$23.00	$0.00
	KEYS Flat Charm w/Loop: 10K Yellow Gold	$207.00	$0.00
	BADGES: Gold-Kase	$27.00	$0.00
	BADGES: 10K Yellow Gold	$172.00	$0.00
	LAPEL TAC: Gold-Kase	$28.00	$0.00
	Add Engraving Fee if desired (First Initial, Last Name)	$2.50	$0.00
	Add Applicable Sales Tax Only for CA (9%), GA (7%), IL (8%,) and OH (7.5%) to the total jewelry order		$0.00
	TOTAL JEWELRY PAYABLE TO AWARD CONCEPTS (you can pay by credit card by calling 800- 659-7801)		$0.00

To rush order check box on left, call Award Concepts 800-659-7801 and pay $25

FILL AND SUBMIT A SEPARATE REGISTRATION FORM FOR FALL AND SPRING INITIATIONS

Remember to e-mail this form. In addition, mail a printed copy of this form along with the check(s) to the address(es) above. Do not send any checks without attaching this form.
PLEASE CHECK NAMES CAREFULLY FOR SPELLING ERRORS AFTER TYPING THEM

check one: Active	Honorary	Graduate	Replacem Certificat.	Replacem Mem.Card		Date of Initiation (fill dates for all members)	Membership ID Number (leave blank)	Member's Name as to Appear on the Certificate and Membership Card: First	Middle	Last
x					1	April 20, 2012	# ΦΓ S12-01	Alisa		Tulio
x					2	April 20, 2012	# ΦΓ S12-02	Brandon		Fix
x					3	April 20, 2012	# ΦΓ S12-03	Kiren		Caldwell
x					4	April 20, 2012	# ΦΓ S12-04	Christopher		Popma
					5					
					6					
					7					

JEWELRY ENGRAVING AND SELECTION

If engraving is desired, add engraving fee and insert FIRST INITIAL and FULL LAST NAME. If no engraving is desired, write NONE.

		check one: KEYS Gold Kase	KEYS 10K Gold	LapelTac Gold Kase	BADGES Gold Kase	BADGES 10K Gold
1						
2						
3						
4						
5						
6						
7						