

## **8TH GRADUATION CEREMONY VENDORS' INTERNAL CIRCULAR**

**DATE:** 11<sup>th</sup> November 2011

**TO:** All Prospective/Aspiring Vendors

**FROM:** Ag. Academic Registrar  
Kyambogo University

**ON:** **VENDING PROCESS & CHARGES**

This is to inform all those interested in vending the following items during the forthcoming 8<sup>th</sup> Graduation Ceremony on 15<sup>th</sup> and 16<sup>th</sup> December 2011, that:

1. The official non-refundable charges payable are as follows:

	<b>Item</b>	<b>Cost</b>	<b>No. of Vendors Required</b>
i.	<b>Vendors (gowns) 4 weeks</b>	<b>200,000/=</b>	15
ii.	“ <b>(Snacks)</b>	<b>100,000/=</b>	4
iii.	“ <b>(Photography)</b>	<b>80,000/=</b>	15
iv.	“ <b>(Garlands)</b>	<b>80,000/=</b>	5

2. All payments should be by bank deposit on Academic Registrar's Department (Stanbic Bank). Obtain deposit slips at Main Reception, and get receipts from University Cashier on Main Administration block. Present the receipts together with your application letter to Senate Office (Room 11). Please indicate telephone details for faster communication.

3. Obtain authorization to vend from *Senate Office (Room 11)*, as trespassers shall be dealt with according to the law.

NB: (i) Selection will be on quality of samples and principle of first come first served basis. Samples for Gowns should be brought in by ***Monday 14<sup>th</sup> November 2011 by 5.00pm***

(ii) Vendors of gowns should submit samples of hoods of all University colours, graduation gown and mortars.

(iii) Colours and samples of hoods are displayed on the Notice Board in the Main Administration Block.

Closing date for receiving applications is ***Monday 14<sup>th</sup> November 2011*** for Gowns and ***Friday 18<sup>th</sup> November 2011*** for all other applications.