

Student Organization Cord & Stole Orders

There are two methods of ordering cords and stoles to be used by a student government organization. Those requesting the expense be placed on a university purchase card must use the first method.

METHOD 1: Order from one of these two vendors

THE HONOR CORD

- Go to <https://thehonorcordcompany.com/>
 - Click Shop
 - Select your cord/stole and your quantity
 - Select Add to Cart
 - Type the date you need your cord/stole
 - Click Checkout
 - Copy the hyperlink and email it to lawadvancement@okcu.edu
 - You will receive confirmation of your order once it is placed

HONORS GRADUATION

- Go to <https://www.honorsgraduation.com/honor-cords.htm>
 - Make your selections and add them to the cart
 - Send a screenshot of the next screen to lawadvancement@okcu.edu
 - You will receive confirmation of your order once it is placed

YOUR ORDER MUST COME FROM AN OFFICER OF YOUR STUDENT ORGANIZATION. PLEASE MAKE SURE TO INCLUDE THE NAME OF YOUR ORGANIZATION IN YOUR EMAIL.

ALL ORDERS USING THIS METHOD MUST BE SENT TO ME BY APRIL 4, 2024

METHOD #2 – A student or student organization may opt to use their personal charge card and seek reimbursement. If so, you will need to fill out an OCU Payment Form. The payment form must be signed by the President or Treasurer of the student organization affiliated with the purchase as the Approving Official. Your submission must include the following:

- A completed Oklahoma City University Payment Form
- A receipt(s) for each purchase listed on the form
- Each receipt must include the last four digits of the form of payment
- Each receipt and signed payment form must be scanned and submitted in a pdf format only and attached to your email.