4.

Raider Floral and Events
 provides a "Rent
-
a
-Plant" service for departments desiring foliage or
blooming plants for special occasions, receptions, luncheons, graduation festivities, etc.

a.
 Legislative restraints effective September 1, 1991,
 preclude the use of state appropriated

funds for purchase, rental,
 or maintenance of decorative plant materials. The use of other
funds is acceptable.

b.
 A request for plants for special occasions should be made one week in advance of the
event by
 submitting a work order to 742
-4677 (742
-4OPS) or online at
https://webtma.operations.ttu.edu:8080/home.html
. Upon receiving a request for a special
occasion that occurs in a public space, Raider Floral and Events
 will notify the Office of the
FSS event coordinator. Raider Floral and Events personnel will deliver and retrieve plants
as requested.

c.
 Charges for "Rent
-
a
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