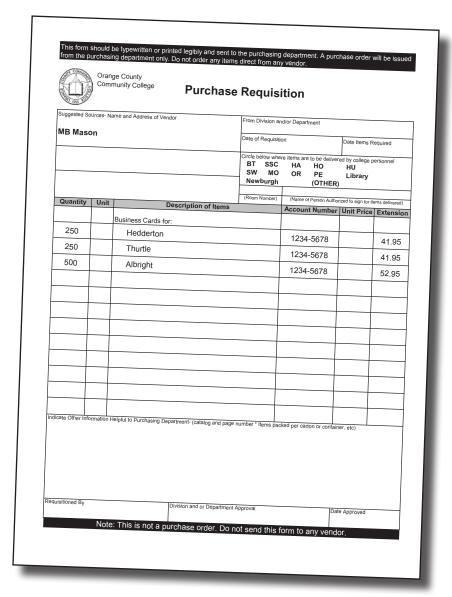


- 1. Please complete the attached Business Card Order form. Be sure to include the quantity of cards desired, the campus that you are located on, and your personal information (name, title, phone & fax numbers, and your email address. Please be sure to use the "dot" form for your email jane.doe@sunyorange.edu. Be sure to include your budget code information, and have your Chairperson, Director, or Vice President sign the form.
- 2. Then, complete the attached purchase requisition form. If you are ordering multiple sets of cards for employees in your department, please enter the last name of card recipients on separate lines (see below). You may use a single purchase requisition form to order up to 5 sets of cards.
- 3. Once the two forms are complete, please forward them to Beverly Byrne (beverly.byrne@sunyorange.edu) in the Middletown Campus office of Institutional Advancement. The orders will be reviewed to ensure that they meet the College's branding standards. After review, the order will be forwarded to the Business Office for processing.



ORANGE COUNTY COMMUNITY COLLEGE Middletown, NY 10940

Institutional Advancement Office

BUSINESS CARD ORDER FORM

Printing requirements dictate a three line copy limit. Please type or print your Name, Title and Department, Phone Number, Fax Number and e-mail address as you want it to appear on your business card. Fax number should appear on all business card orders. You must have your Chairperson or Vice President signature and appropriate budget number on this form.

Please return the completed form to Institutional Advancement. This form must accompany any official order for business cards. There is a minimum order of 250 cards per individual. The cost (subject to change) is as follows:

Select one: One-sided cards \$38.50 for 250 \$41.00 for 500 \$49.00 for 1,000

> \$73.00 for 250 \$108.00 for 1,000 Two-sided cards \$83.00 for 500

TO ENSURE	ACCURA	ACY, ALL INFORMA	ATION MU	ST BE TYPED				
	SUNY O	Institution	ie Cazzetta Vice President nal Advancement	←				
B →	I 15 South Street, Middletown, NY 10940 Tel. (845) 341-4726 Fax: (845) 341-4730 vinnie.cazzetta@sunyorange.edu www.sunyorange.edu							
Copy A: (Nan	ne)							
Max. 2 Lines of Copy Max. 40 Characters per line		ment)						
Copy B: Middletown Campus 115 South Street, Middletown, NY 10940 Newburgh Campus One Washington Center, Newburgh, NY 12550								
		(845)						
Fax Number: (845)								
Emai		address should use the first.last@sur	nuovanas odu adduses	@sunyorange.edu				
	_	optional) to read:	Appointme	ent				
Yes	No _		Date					
			Time					
Dept. Chair or Vice	President's S	Signature						
		be Charged			_			
					ev. 05-2018			

This form should be typewritten or printed legibly and sent to the purchasing department. A purchase order will be issued from the purchasing department only. Do not order any items direct from any vendor.



Purchase Requisition

Suggested Sources- Name and Address of Vendor		From Division and/or Department							
WB Mason				Date of Requisition				Date Items Required	
				BT SW	elow wher SSC MO burgh	e items are HA OR	to be delivere HO PE (OTHER)	L ed by college pe HU Library	ersonnel
				(Room	Number)			ized to sign for ite	
Quantity	Unit	Des	cription of Items			Accoun	t Number	Unit Price	Extension
		Business Cards for:							
Indicate Other I	nformatio	n Helpful to Purchasing Dep	eartment- (catalog and pag	ge numbe	er * Items	packed per	carton or con	tainer, etc)	
Doguisius			Initialization and an December	ant Arr	v rol			Doto America	J
Requisitioned E	sy		Division and or Departme	ent Appro	ovai			Date Approve	נ
	Ν	ote: This is not a p	urchase order. D	o not s	send th	is form	to any ve	ndor.	