

1. Printing requirements dictate a three line copy limit. Please complete the attached Business Card Order form. Type or clearly print your Name, Title, Department, Phone and Fax Number or Cell. Be sure to include the quantity of cards desired, the campus that you are located on. **Please be sure to use the “dot” form for your email – jane.doe@sunyorange.edu.** *Budget code information can be left blank, please have your Chairperson, Director, or Vice President sign the form.*
2. 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 10 sets of cards.
3. Once the two forms are complete, please forward them to Beverly Byrne (beverly.byrne@sunyorange.edu) in the Communications Office.
4. Select shipping preference. Default will be 8 day at \$5.50

[illegible]

BUSINESS CARD ORDER FORM

Add Shipping - 8 Day \$4.50

Date Requested _____

Purchase Requisition

Note: This is not a purchase order. Do not send this form to any vendor.