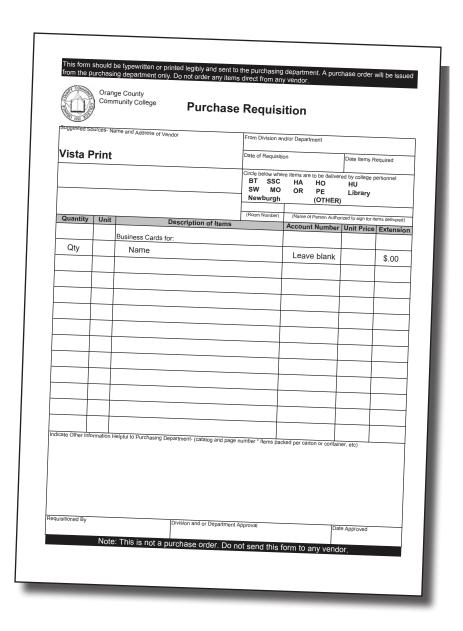
SUNY Orange Communications Office

- 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



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 <u>clearly</u> print your Name, Title and Department, Phone Number and e-mail address as you want it to appear on your business card. You must have your Chairperson or Vice President signature on this form.

	President signature of	i this form.				
Please return the completed for to Beverly for business cards. There is a minimum						
Select one: One-sided cards Stock: Standard	○ \$18.60 for 50 ○ \$36.85 for 500	<u> </u>				
		Add Shipping - 8	Day \$4.50			
TO ENSURE ACCU	RACY, ALL INFO	DRMATION MUS	ST BE TYPED			
115 Sou	Orange uth Street, Middletown, N 5) 341-4728	Mike Albright Executive Director Communications	← _A			
mike.all	oright@sunyorange.edu unyorange.edu					
Copy A: (Name)						
Max. 2 Lines of Copy Max. 40 Characters per line Department						
Copy B: Middletown Campus 115 South Street, Middletown, NY 10940 Newburgh Campus One Washington Center, Newburgh, NY 12550						
Phone Number:	(845)					
Additional Number(opt	tional)					
Email:			@sunyorange.edu			
(note: en	nail address should use the first.	last@sunyorange.edu address f	form)			
Dept. Chair or Vice President	t's Signature					
Budget Number and Amount						
Date Requested						

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							
VistaPrint				Date of Requ	isition			Date Items	Required
				Circle below BT SW Newb	SSC MO	HA OR	НО)	e personnel HU Library
				(Room Numb	per) (N	ame of F	erson Authori	ized to sign fo	or items delivered)
Quantity	Unit	Des	cription of Items				Uı	nit Price	Extension
		Business Cards for:							
		Shipping \$5.95 pe	er person						
ndicate Other I	nformatio	n Helpful to Purchasing Dep	artment- (catalog and pag	ge number * Ite	ems packe	d per ca	arton or cont	ainer, etc)	
Requisitioned B	W		Division and or Departme	ent Annroyal			1	Date Appro	nved.
vednisinonen p	у		Division and or Departme	ent Apploval				Date Apple	oveu
	N I	oto: This is not a n	unahana audan D	a 10 a 4 a a 10	l Albin fo			10 ol o 11	