



Faculty Business Card Request Form

Please complete this order form (one per person), include with a signed purchase requisition, and forward to Purchasing Office, MS #10. A sample of the business card will be forwarded by email to the requisition signer for final approval. Business cards will be delivered directly to the requisition signer. See vendor information below.

Please fill out ALL of the information requested below; print clearly. One business card request per form. Photocopy as needed.

PURCHASE REQUISITION REQUESTED BY

Name of Requisitioner	Date of Request
Department/Division Name	Requisition #
Office Location and Mail Station for Direct Delivery	Purchase Order # From Purchasing

BUSINESS CARD SPECIFICATIONS

Standard MCC Business Card: 2-sided, white stock (#100 cover), PMS color 294. Back of business card is the standard setup.

Business Card Quantity and Cost (please check one)

- Quantity 500 for a cost of \$33.00
 Quantity 1,000 for a cost of \$41.00

VENDOR INFORMATION FOR REQUISITION


Please include quantity, cost and vendor information on purchase requisition.

DAS CENTRAL PRINTING
18-20 Trinity Street
Hartford, CT 06106

FACULTY BUSINESS CARD INFORMATION

Name		Educational Credentials (optional)
Official Title		Discipline
M.S. #	Office Telephone #	MCC Email

Sample of Faculty Business Card (back is the standard setup)

 <p>MANCHESTER COMMUNITY COLLEGE</p> <p>Robert T. Smith, Ph.D. Associate Professor English</p> <p>Great Path, M.S. #00, P.O. Box 1046, Manchester, CT 06045-1046 tel: 860.512.0000 email: rsmith@manchestercc.edu</p>
