



# Administration/Staff 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. You will be notified by email when business cards are delivered. The pickup location is SSC L165.

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	Purchase Order # From Purchasing

## BUSINESS CARD SPECIFICATIONS

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

### Business Card Quantity and Cost (please check one)

- Quantity 500 for a cost of \$35.65  
 Quantity 1,000 for a cost of \$41.28

## VENDOR INFORMATION FOR REQUISITION

Include quantity, cost and vendor information on purchase requisition.

**JOHN W. GROSS CO.**  
**P.O. Box 370457**  
**West Hartford, CT 06137-0457**

## SELECT A BUSINESS CARD TEMPLATE

Fill in information listed below the selected template

### TEMPLATE 1: MCC Administration/Staff Business Card

<b>Ann R. Smith, Ph.D.</b> Assistant Director of Admissions Student Affairs	
Great Path, M.S. #00, P.O. Box 1046, Manchester, CT 06045-1046 tel: 860.512.0000      email: rsmith@manchestercc.edu	

Name	
Official Title	
Educational Credentials	
M.S. #	Office Telephone #
MCC Email	

### TEMPLATE 2: MCC Administration/Staff Business Card for On-call Personnel

<b>John J. Jones</b> Director of Facilities Management email: jsmith@manchestercc.edu	
direct tel: 860.512.0000	department tel: 860.512.0000
cell: 860.000.0000	fax: 860.512.0000
Great Path M.S. #0 P.O. Box 1046 Manchester, CT 06045-1046	

Name	
Official Title	Educational Credentials
MCC Email	M.S. #
Direct Telephone #	Department Telephone #
Cell Telephone #	Fax #