



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. 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

SELECT A BUSINESS CARD TEMPLATE

Fill in information listed below the selected template

TEMPLATE 1: MCC Administration/Staff Business Card

	MANCHESTER COMMUNITY COLLEGE
Ann R. Smith, Ph.D. 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

	MANCHESTER COMMUNITY COLLEGE
John J. Jones 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	
MCC Email	M.S. #
Direct Telephone #	Department Telephone #
Cell Telephone #	Fax #