



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)

Quantity 250 for a cost of \$47.93

VENDOR INFORMATION FOR REQUISITION

Include quantity, cost and vendor information on purchase requisition.

P&S SERVICES, INC.
29 Peters Road
Bloomfield, CT 06002

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 | Educational Credentials |
| MCC Email | M.S. # |
| Direct Telephone # | Department Telephone # |
| Cell Telephone # | Fax # |