



## BUSINESS CARD ORDER FORM

- A requisition must be entered in with the description Business Cards and the number of cards requested. Pricing is as follows:
  - 500 Cards – \$58
  - 1,000 Cards – \$65
- This completed form is to be attached as a file to the requisition. Please note only the fillable fields will be customized.
- The requestor will be notified via phone or e-mail when the cards are ready for pick up from the Procurement Services Office.

Contact Name: \_\_\_\_\_

Contact Phone#: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_



\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Title/Position, Department/Office

\_\_\_\_\_  
Title/Position 2, Department/Office 2

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**PROCUREMENT OFFICE USE ONLY:**

Requisition#: \_\_\_\_\_ PO#: \_\_\_\_\_ Order#: \_\_\_\_\_