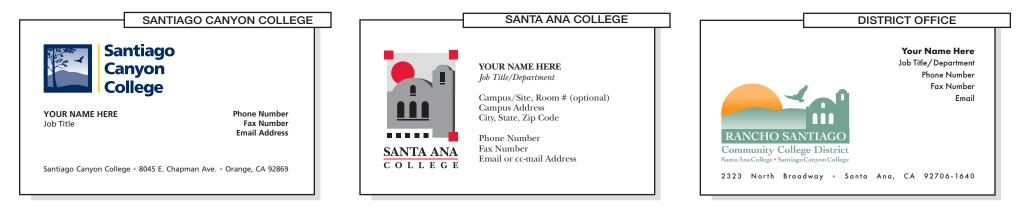
REQUEST FOR BUSINESS CARDS

CHOOSE ONE: (PLEASE CIRCLE ONE CHOICE)



Instructions: Choose one card style from above and complete the form below with legible print only. Supervisor signs and routes to Human Resources for approval of job title. Human Resources routes to Publications for layout and printing. The cost for printing business cards is \$4.55 per 250 one-sided cards and \$8.00 per 250 two-sided cards. The cards will be delivered in inter-office mail.

| Supervisor's Approval | Date | Human Resources Approval | Date |
|---|-------------|--------------------------|-------------------------|
| Datatel Budget Number | | | |
| STANDARD:NAME (and optional DEGREE / TITLE abbrev.) | L I I I I I | | |
| STANDARD:JOB TITLE / DEPARTMENT | | | |
| OPTIONAL: EXTRA TITLE / DEPARTMENT INFO (NOT ON RSCCD CARD) | | | |
| STANDARD: NAME OF SITE OR CAMPUS (BUILDING/ROOM OPTIONAL) | | | |
| STANDARD:STREET ADDRESS | | | |
| STANDARD:CITY, STATE, ZIP PLUS FOUR | | | |
| STANDARD:OFFICE TELEPHONE | | | |
| STANDARD:FAX TELEPHONE | | | |
| STANDARD:E-MAIL / INTERNET ADDRESS | L I I I I I | | l l l l l l l l l l l l |