

REQUEST FOR BUSINESS CARDS

POLICY:

The college will provide an official version of its standard business cards to employees who regularly represent the college to outside persons or organizations. Individual employees are not allowed to create or develop their own version of a Blinn College business card.

PROCEDURE:

To obtain cards, this form must be completed for approval by the individual's supervisor and by the appropriate Vice President. **Submit the completed form to purchasing.** A proof will be generated and sent back to the requestor for approval before printing. The expense for business cards will appear on the monthly billings for the division.

All information to be typed or printed as it will appear on card
If possible, please attach a previously printed card with any changes clearly marked.

Name: _____ Title: _____

Telephone: (979) _____ Fax: (979) _____

E-mail address: _____

Campus address: 902 College Avenue ♦ Brenham, Texas 77833

(check one) P.O. Box 6030 ♦ Bryan, Texas 77805

100 Ranger Drive ♦ Schulenburg, TX 78956

3701 Outlet Center Dr. ♦ Sealy, Texas 77474

A.W. Hodde, Jr. Technical Education Center
2910 Blue Bell Road ♦ Brenham, Texas 77833

Other information needed on card: _____

Justification: _____

Quantity: 50 100 250 500 Budget Code: _____
 (\$10.00) (\$15.00) (\$20.00) (\$30.00)

Signature of Requestor: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Vice President Approval: _____ Date: _____