

DATE: _____

FYI Budget # required effective next fiscal year 2010-11

Medaille College
Business Cards
Policy and Ordering Information

All business card requests require authorization from immediate supervisor.
All new employees and title changes requires verification from Human Resources.

	<u>Circle Quantity</u>		
<input type="checkbox"/> Business card for new employee	250	500	1,000
<input type="checkbox"/> Business card with new title	250	500	1,000
<input type="checkbox"/> Re-order business cards	250	500	1,000

Authorizing supervisor _____
(print name & initial)

Human Resource verification _____
(print name & initial)

PLEASE PRINT INFORMATION

Campus Mailing address: Buffalo Amherst Rochester

Full name: _____

Title(s): _____

Department (if want included on business card): _____

e-mail: _____

AIM: _____

Office phone: _____

Direct phone: _____

Cell phone: _____

Toll free #: _____

Fax #: _____

Forward request to Gwyn Beyer, College Relations, gwyn.a.beyer@medaille.edu