

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 title changes require 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 _____
(Please print name & initial)

Human Resources verification _____
(Please print name & initial)

PLEASE PRINT INFORMATION

Campus Mailing Address: Buffalo Amherst Rochester

Full name: _____

Title(s): _____

Department: _____

e-mail: _____

AIM: _____

Office phone: _____

Direct phone: _____

Cell phone: _____

Toll free #: _____

Fax #: _____