



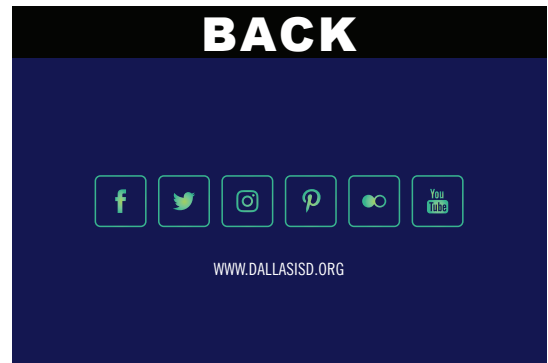
The Graphics Department New Business Card Request Form

How to order: Complete order form and enter a requisition in Oracle through iProcurement (graphics online store). Attach order form to requisition. For quicker processing, please fill out entirely.

Date: _____ Order Contact: _____

Phone: _____ Department: _____

Email: _____ Approved Requisition Number _____



Business Card Content

Employee's Name _____

Employee's Title _____

Official School or Department Name _____

Office Phone _____ District Email _____

Physical Address _____ Suite or Room _____ City, State, ZIP _____

Select Quantity

250 - \$ 38.00 500 - \$ 45.00 1000 - \$ 58.00

_____ Electronic Signature

For internal use only Invoice # _____

To place multiple orders use separate forms, but enter only one requisition. If you have issues attaching the form to the requisition, you may: scan/email the form to JAFRAZIER@dallasisd.org. Follow-up on your order by calling (972) 925-4816.