



# The Graphics Department New Business Card Request Form

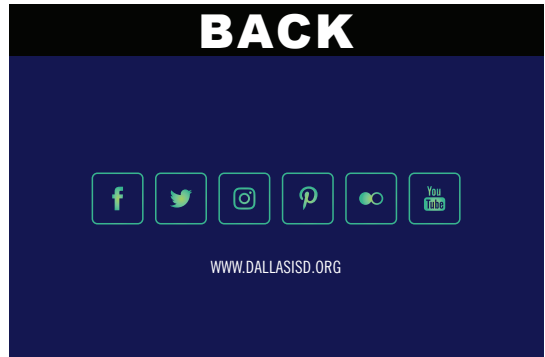
**How to order:** Complete order form and enter a requisition in Oracle through iProcurement (graphics online store). Attach order form to requisition. For quicker processing, please fill out entirely.

Date: \_\_\_\_\_ Order Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Requisition Number \_\_\_\_\_

Delivery Address:  Same as Bis.Card  Address(include suite,floor): \_\_\_\_\_



## 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 - \$ 40.00    500 - \$ 47.00    1000 - \$ 60.00

Electronic Signature \_\_\_\_\_

**For internal use only**   Requisition # \_\_\_\_\_

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.