TOMPKINS CORTLAND COMMUNITY COLLEGE

Business Card Request Process

Step 1 - Complete a [Purchase Requisition form](#) (must include all required signatures), <u>attach</u> the Business Card Request Form to the PO Request Form, and <u>submit</u> BOTH forms to the Budget and Finance Office.

>	**<u>Information you will need for the PO request:</u>**
>	Vendor:
>	**Arnold's Printing**
>	**607 W Green St.**
>	**PO Box 217**
>	**Ithaca, NY 14851-0217**

There are a few instances where 2-sided business cards were produced for specific reasons. For thoses instances pricing is below:

Cost **(1-sided)**:	Cost **(2-sided)**:
100 Qty = $37 (minimum order)	100 Qty = $64 (minimum order)
250 Qty = $48	250 Qty = $67
500 Qty = $61	500 Qty = $83
1,000 Qty = $75	1,000 Qty = $102

Step 2 - Kevin Caveney, Budget and Finance Office, will process the request.

Step 3 - Once the PO is generated Kevin will forward your business card request form to Joyce Burk in the External Relations Office.

Step 4 - Joyce will create the business card and send to the printer. The turnaround time is an estimated 7-10 business day from the time the printer receives the file. <u>Plan accordingly</u> as orders are only sent to the printer on the first and third Wednesday of each month.

Step 5 - When the business cards arrive Joyce will send an email notifying the person on the card that they have arrived.

Step 6 - When the invoice is received Joyce will create the Payment Voucher to process for payment.

Business Card Request Form

Name: _____ (as you want it to appear on the card)

Official Title: _____

Phone/Ext.: _____   **Fax:** _____

Email: _____ (use the 3 initials/numbers assigned to you as listed in the Outlook address book)
The address will be xxx@tompkinscortland.edu

Additional Instructions: _____

_____

Budget Code: _____
(these must be charged to line number 6422 (outside printing), if you do not have funds available in that line number in your budget, you must do a budget mod)

Quantity (see options above): _____   **Cost:** (see above) _____

Plan accordingly as orders are only sent to the printer on the first and third Wednesday of each month.