

# Business Card Order Form



*It is the policy of Baltimore City Community College that the division of Advancement and Strategic Partnerships is solely responsible for the design and procurement (based on budgeted funds) of all BCCC employee business cards.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department or Division: \_\_\_\_\_

Campus Location:     \_\_\_\_\_ Liberty (Main)     \_\_\_\_\_ WDCED     \_\_\_\_\_ Reisterstown     \_\_\_\_\_ BioPark  
                                   \_\_\_\_\_ NWTC            \_\_\_\_\_ Liberty West Pavilion     \_\_\_\_\_ Liberty South Pavilion

Office/Suite No. \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number (optional) \_\_\_\_\_

Email Address: \_\_\_\_\_

<p>Requestor (Administrative Assistant): _____ Date _____</p> <p>Telephone number: _____ Email _____</p>
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_____ <b>Coordinator Name, Telephone Number, Email and Date</b>		
_____ <b>Department Head/Division's Dean Signature and Date</b>	_____ <b>Approved</b>	_____ <b>Not approved</b>
_____ <b>Vice President Signature and Date</b>	_____ <b>Approved</b>	_____ <b>Not approved</b>

**Instructions:**

1. Complete this form and submit to appropriate department/division head and vice president for approval
2. Submit the completed form to the Advancement and Strategic Partnerships Division, attention Mike Berends: [mberends@bccc.edu](mailto:mberends@bccc.edu), 410-462-7401.

**Title:** BCCC uses the employee's official job titles, except academic designations and certifications will not be approved for business cards.

**Note:** Business cards production may exceed 30 days turn around.

The below information is for the staff in the Advancement and Strategic Partnerships Division ONLY.

Date received:	Date returned:
Approved by:	Not approved by: