

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: _____

Requestor (<i>Administrative Assistant</i>): _____	Date _____
Telephone number: _____	Email _____

_____ Coordinator Name, Telephone Number, Email and Date		
_____ Department Head/Division's Dean Signature and Date	_____ Approved	_____ Not approved
_____ Vice President Signature and Date	_____ Approved	_____ Not approved

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 at marketing@bccc.edu.
 If you have any questions, please contact Mike Berends at mberends @bccc.edu or 410-462-7401.

Title: BCCC uses the employee's official job title and academic designations and certifications .

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: