

Los Angeles City College Administrative Services "How To" Book	Business Card Request Form	VII
		B-4
Sample Business Card Request Form		

<b>Business Card Request</b>  <b>Purchase Request Form</b>
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For Office Use Only
SAP Document # : _____
Notes: _____

NOTE: THE INFORMATION PROVIDED ON THIS FORM WILL BE PRINTED ON THE BUSINESS CARD.

Fiscal Yr:	Account Approval:	Fund <i>Fund/Program</i>	G/L Account <i>Object Code</i>	WBS Cost Center <i>WBS Cost Center</i>
2008/09	*Account # :	10010	453100	10010-C6830

Vendor: _____
SAP Vendor # (if known): _____
Address: _____
City: _____
State: _____ Zip: _____
Contact Person: _____
Phone: _____
Fax: _____
Contract # (if applicable): _____

Date: _____ 7/23/2008
Requestor: _____ Arthur Simpson
Department: _____ Community Services
Phone # _____ 323-953-4000 X 2066
Description: _____
Approval: _____
<i>Vice President and/or Authorized Designee</i>

**Important: Cards with changes attached to request are no longer acceptable.**  
 If you require a small number of cards (1-4), estimated time of delivery may be delayed until a sufficient number of cards from other departments have been submitted.  
**Please provide the following information:**

- Name \_\_\_\_\_ Mr. Arthur Simpson
- Title \_\_\_\_\_ Community Services Manager
- Department \_\_\_\_\_ Community Services
- Phone \_\_\_\_\_ 323-953-4000 x2066
- Email \_\_\_\_\_ [SimpsonA@lacitycollege.edu](mailto:SimpsonA@lacitycollege.edu)

	1
	2
	3



**LACC**  
 Los Angeles City College  
 855 North Vermont Avenue  
 Los Angeles, CA 90029  
 Tel (323) 953-4000 ext. 4  
 Fax (323) 953-4013  
 5 @lacitycollege.edu

Approximate cost to print the card is \$54.00 per lot of 500.  
 If you have additional card requests for the Department, please include a request for each card.

Sub Total:	\$108.00
Tax:	\$8.91
Delivery:	
Total:	\$116.91

\*NOTE: PROOFS ARE NO LONGER AVAILABLE. THE INFORMATION PROVIDED ON THIS FORM WILL BE PRINTED ON THE BUSINESS CARD.

**Note: Instructions for the completion of this form can be found on the actual form online as comments in the respective cells or fields to be filled-in or completed.**