Business Card Authorization and Order Form

Office of Printing Services

103 Jones Hall • P.O. Box 1000 • Institute, West Virginia 25112-1000

Phone (304) 766-3215

NO PRINT JOB WILL BE COMPLETED WITHOUT ALL THE INFORMATION REQUESTED BELOW

You may forgo the need to prepare a purchase order by authorizing Printing Services to directly bill your credit card account. The following statement, completed by you, will constitute our authorization to print and bill accordingly.

Use a separate authorization form for each card order.

ESSENTIAL

Authorized Approval by Administrative Area Vice President

_____

Signature

Date Requested: _____ Due Date: _____ **Job #:** _____ **(OFFICE USE ONLY)**

☐ Spending Unit: _____ ☐ Banner No.: _____

☐ Credit Card No.: _____ ☐ Exp. Date: _____

☐ Signature: _____

OFFICE USE ONLY

Quoted Price: _____ Billed to Banner No.: _____

Quote Date: _____ Credit Card No.: _____

Proof Requested: ☐ Yes ☐ No Quote Expiration Date: _____

QUANTITY: ☐ **250** ☐ **500** ☐ **1000** ☐ **Other** _____

Sample

WEST VIRGINIA STATE UNIVERSITY

1: Employee Name
2: Assistant Professor
3: Department of Communications
4: College of Arts & Humanities

5: Office: (304) 766-5555
6: Mobile: (304) 765-5555
7: Fax: (304) 764-5555
8: employee@wvstateu.edu

9: 100 Building PO BOX 1000 Institute, WV 25112-1000

WEST VIRGINIA STATE UNIVERSITY

1: Employee Name
2: Admissions Counselor
3: Office of Admissions

5: Office: (304) 766-5555
6: Mobile: (304) 765-5555
7: Fax: (304) 764-5555
8: employee@wvstateu.edu

9: 100 Building PO BOX 1000 Institute, WV 25112-1000

1: Name _____

2: Title/Position _____

_____

3: Department/Office _____

4: Academic Colleges (Academic Affairs Only) College of _____

5: Phone/Office _____ 6: Mobile _____

7: Fax _____ 8: E-Mail _____ @wvstateu.edu

9: Address (On-Campus Location)

_____ PO Box 1000 Institute, WV 25112-1000

9: Address (Off-Campus Location)

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