

BUDGET # REQUIRED

FUND

ORG

ACCT

Medaille College Business Card Policy and Ordering Information

ALL business card requests require authorization from **immediate supervisor**.

All title changes and new employees require verification from **Human Resources**.

Supervisor Authorization

PRINT NAME & INITIAL

Human Resource Verification

PRINT NAME & INITIAL

Circle Quantity

Reprint, no changes	250	500	1,000
Business card with new title	250	500	1,000
Business card for new employee	250	500	1,000

Campus Mailing Address

☐

Buffalo

☐

Rochester

☐

Buffalo & Rochester

Please Print Information

Full Name/Credentials	
Title 1	
Title 2	
Department (if wanted)	
Email	
Office Phone	
Direct Phone	
Cell Phone	
Toll Free #	
Fax #	

TITLE CHANGES & NEW EMPLOYEE CARDS: Send form to Human Resources (hrfinance@medaille.edu)

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CHECK HERE IF YOU NEED A NAME TAG (Standard White Tag)