HOUSTON INDEPENDENT SCHOOL DIS	STRICT
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(PS1) BUSINESS CARD REQUEST FORM

Business cards are available to all employees with approval from their respective department head with budget signature authority. The cost for business cards is \$35.00 per 500 (1 box). *Note: delivery may take up to 2 weeks.*

Authorized signature of Fund Approver and completed budget information required prior to production.

Bus. Area	Area Commitment Item						Funds/Cost Cent					er Fund		d	Cost	SAP Document #	
			6	2	9	5											
	1 6:				-	•											
Authonized	Authorized Signature:																
PRINT or TYPE your name EXACTLY as you want								you	ıt	CARDS ARE PRINTED ON A FIRST-COME, FIRST-SERVED BASIS.							
it to appear on your card, including a middle initial,								ldle									
or degrees following your name if desired.								d.	Drint Shan (DS1)								
NAME										HISD Print Shop (PS1) MAKING IMPRESSIONS TO IMPROVE EDUCATION							
											A draft (proof sheet) of your business card will be sent by email to you for your written "APPROVAL" or "CORRECTIONS." You must EMAIL or FAX this						
JOB TITLE																	
												proof back to the Print Shop before your card can					
DEPARTMENT/OFFICE ROUTE #									ROU		be printed.						
												Below is a sample of the business card. Do not write in this space. Please put your					
							1	BUILDIN									
CAMPUS OR	FAC	ILLL A	(LO	CAT	ION		L	-				information at left in the spaces provided.					
							5	UITE									
STREET ADD	RES	S											NDENT C				
												First and last name					
ZIP CODE W	ודע	FYTE	INCL	ON													
		D 211 D		011								Department HOUSTON INDEPENDENT SCHOOL DISTRICT Hattie Mae White Educational Support Center 4400 West 18th Street · Route 1 · Houston, Texas 77092-8501					
PHONE NUM	IBER	2			P	HON	E NU	MBER	(optio	onal)							
															I@HoustonISD.org • wv	8-556-0000 · Cell: 713-556-0000 w.HoustonISD.org	
FAX NUMBEI	FAX NUMBER (optional)																
CELL NUMBER OTHER (optional)										CONTACT							
														•••	00 West 18t		
E-MAIL ADDRESS											Houston, Texas 77092-8501						
														Ro	oute 1 • Leve	l 1 East	
Optional messages are allowed for school orders only.							TEL: 713-556-6041 • FAX: 713-556-6054										
optional mes	Juge	.5 410		,, cu	-01 3			10 011	<i>,.</i>			copycenter@HoustonISD.org					
FOR PRINTING SERVICES USE ONLY																	

Bus. Area	Commitment Item	Fund	Total Cost	Parked By	Released By					
P S 1	0 0 - 5 7 5	0 0 7								
JOB #:			EST #:	IMPRESSIONS:						