HOUSTON INDEPENDENT SCHOOL DISTRICT | 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.

Fund	G/L Account/Comment item/Object Codes	Cost Center/Fund Center
	6 2 9 9 0 1 0 0 0 0	

Functional Area	Internal #

Authorized Signature:

Acknowledgement: I have checked with my division budget coordinator or otherwise verified that funds are available and that the above budget numbers are active and correct.

PRINT or TYPE your name EXACTLY as you want it to appear on your card, including a middle initial, or degrees following your name if desired.

NAME

JOB TITLE

DEPARTMENT/OFFICE | **ROUTE #**

CAMPUS OR FACILITY LOCATION | **BUILDING** | **SUITE**

STREET ADDRESS

CITY | **ZIP CODE WITH EXTENSION** —

PHONE NUMBER | **PHONE NUMBER (optional)**

FAX NUMBER | **FAX NUMBER (optional)**

CELL NUMBER | **PHONE NUMBER (optional)**

E-MAIL ADDRESS

Optional messages are allowed for school orders only.

CARDS ARE PRINTED ON A FIRST-COME, FIRST-SERVED BASIS.

HISD | Printing Services
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 this proof back to the Print Shop before your card can be printed.

Below is a sample of the business card. Do not write in this space. Please put your information at left in the spaces provided.

First and last name
Title
Department

HOUSTON INDEPENDENT SCHOOL DISTRICT
Hattie Mae White Educational Support Center
4400 West 18th Street • Route 1 • Houston, Texas 77092-8501
Tel: 713-555-0000 • Fax: 713-556-0000 • Cell: 713-556-0000
email@HoustonISD.org • www.HoustonISD.org

CONTACT US

Printing Services (PS1)
Tel: 713-556-6041
copycenter@HoustonISD.org

4400 West 18th Street
Houston, Texas 77092-8501
Route 1 | Level 1 East

For downloadable forms please scan QR code.
www.HoustonISD.org/Page/31617

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