



## Business Cards Work Request

**Please complete this form, including the complete chartstring and signature from the budget approving authority and attach it to your work request found in "My Apps" page (<https://myapplications.microsoft.com/>) and clicking on the "Marketing and Communications Work Request" tile.**

*Physical copies are not necessary.* However, if you are not able to email a signed form, please notify Michelle at the MTate@pierce.ctc.edu and return two signed copies of this form to: *Marketing and Communications, Portable, Office 14, Pierce College Puyallup*

Please Enter the Following Information	
Name	
Title	
Department	
Your Location	<input type="checkbox"/> <b>Fort Steilacoom</b> - 9401 Farwest Dr SW Lakewood 98498-1999 <input type="checkbox"/> <b>Puyallup</b> - 1601 39th Avenue SE Puyallup 98374-2222 <input type="checkbox"/> <b>Extended Learning</b> - 9401 Farwest Dr SW Lakewood 98498-1999 <input type="checkbox"/> <b>Lewis Main</b> - Stone Education Center Bldg 6242 Lewis Main 98433 <input type="checkbox"/> <b>McChord</b> - Education Center Bldg 851 McChord Field 98438 <input type="checkbox"/> Other – (please specify)
Phone	
Fax	
Email	
Additional Information	
Quantity	<input type="checkbox"/> 250 - \$39 (plus sales tax) <input type="checkbox"/> 500 - \$59 (plus sales tax) <input type="checkbox"/> 750 - \$78.98 (plus sales tax) <input type="checkbox"/> 1,000 - \$99 (plus sales tax)
Chartstring (complete)	
Approving Authority (supervisor or dean)	
<b>Approving Authority's Signature</b>	
Official Use Only	
Date Completed	
Chartstring	
Total Cost	