

# District Reprographics Business Card Request Form



SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT

Standard formatting applies to business cards. Please show the exact spelling and punctuation for your business cards.

Legal Name

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Preferred Name \*

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Official Job Title

---

Department Name

---

Department Site Name

---

Department Address

---

Phone Number

---

Fax Number

---

Other Phone Number (optional)

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Email

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Pronouns (optional)

she, her, hers     he, him, his     they, them, theirs

Quantity

250 cards (\$15)

500 cards (\$20)

1000 cards (\$30)

Budget number to be charged

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Ship finished cards to

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I certify that this is the official District title for the employee listed on the form.

Signature

Date

Authorization by:

\_\_\_\_\_  
V.P of Administrative Services/Appropriate Manager

**\* Approval of Preferred Name Use:** Preferred names which are different than legal name i.e. "Bill" for William would not need Cabinet member approval

\_\_\_\_\_  
Cabinet Member