



# Faculty & Staff Business Card Request

**MUST BE LEGIBLE IN ORDER FOR PRODUCTION TO PROCEED.  
PLEASE NOTE PROCEDURAL CHANGES TO THIS FORM.**

**All the required boxes must be filled out.**

**NOTE: AN INCOMPLETE FORM WILL RESULT IN A DELAY IN PRODUCTION TIME.**

- Complete the form and send to your supervisor. The request for cards must be approved by your supervisor. If the form is **emailed by your supervisor** to [njehn@centralstate.edu](mailto:njehn@centralstate.edu), then it is accepted without a signature. PR can only accept emails from your supervisor or paperwork that has been signed your supervisor.
- Doctoral degrees (abbreviated. Example: P.h.D.) are the ONLY academic credentials allowed.
- Depending upon the length of name, department, etc., there may only be enough space for two phone/mobile and/or fax numbers, PR reserves the right to edit as needed.
- Production — Allow up to five-seven working days once the proof has been approved.

Name: \_\_\_\_\_

Academic Credentials **Doctoral degrees ONLY:** \_\_\_\_\_

**TITLE as on file in the Department of Human Resources:** \_\_\_\_\_

**OFFICIAL** Department name only \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Mobile Number *Optional:* \_\_\_\_\_

Fax Number: \_\_\_\_\_

CSU Email only: \_\_\_\_\_

CSU ORG Charge Number **REQUIRED:**

Quantity =  96     240     492     996

**Must be signed OR emailed by your immediate supervisor before the process begins.**

PRINT Supervisor's Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Supervisor will email to [njehn@centralstate.edu](mailto:njehn@centralstate.edu)