

Computing Division Business Card Procedure

Please complete the Business Card Template.

- 1) Your telephone number
- 2) Your fax number (If you would like to add one)
- 3) Your e-mail address
- 4) Your title/department
- 5) Your Mail Station

Once you have completed the template, please save the document and send via email to your Admin Support person along with the Project/Task number from your Supervisor that your Business Cards may be charged to.

Please print the Business Card Justification Form out and please sign for yourself and have your Supervisor sign the form as well. Once you have signed the form, please give this form to your Admin Support Person and they will submit it for Division Approval.