

Missouri Western State University Business Card Order Form
All data listed must be official university information. ONLY OFFICIAL TITLES MAY BE USED.

Line 1. Name _____

Line 2. Title* _____

Line 3. OPTIONAL- Department* _____

Line 4. Office Phone number _____

Line 5. Office Fax number (Optional) _____

Line 6. Missouri Western email address _____

**ALL BUSINESS
CARDS WILL BE
BLACK AND GOLD**

Line 1	Max Griffon		816.271.0000	Line 4
Line 2	Director of Spirit		mgriffon@missouriwestern.edu	Line 5 Optional
Line 3	Office of Black and Gold			Line 6
 Missouri Western State University 4525 Downs Drive, St. Joseph, MO 64507 • missouriwestern.edu				

* Lines 2 and 3 may be combined to allow for multiple titles, departments, etc.

Example:

Western A. Griffon, Ph.D
Director of XXXXXX, Department of XXXXXX
Professor of XXXXXX, Department of XXXXXX

**The form must be signed by the employee, the
employee's supervisor AND
Human Resources BEFORE
Creative Services will process your order.**

**Your job cannot be printed without a
department Index code to bill.**

Index/Fund/Org/Program _____

Delivery Address (BLD/ROOM): _____

Quantity : ☐ 250 (\$1.92) ☐ 500 (\$3.84) ☐ 1000 (\$7.62)

Signature _____ Supervisor's Signature _____

HR Approval _____ VP Signature _____

ONLY IF NON-STANDARD INFORMATION IS USED

**SEND FORM TO HUMAN RESOURCES FOR APPROVAL, POPPLEWELL 117
HUMAN RESOURCES WILL FORWARD TO CREATIVE SERVICES**