

Requisition Number: \_\_\_\_\_

Please upload a completed Business Card Order Form, BA8 and Requisition with your MARS Work Order or email to BL\_ChitChat@kctcs.edu.

**\*DO NOT HANDWRITE\***

Today's Date: 8/16/2013 (Please allow 20-25 days for delivery)

Person Ordering: Ty Sturdivant Phone: 859-246-6634 Fax: \_\_\_\_\_

Department: Student Support Services

BU	Account	Fund	Program	Department	Class	Project/Grant
68030	50140	12	05002	705225	00	GRT43767

Delivery Address: 211 Oswald Bldg., 470 Cooper Drive Lexington, KY 40506

Please complete information requested:  
 (If re-ordering, attach copy of original card only)

Name: Jaime Nebbitt

Title: Administrative Assistant

Department: Student Support Services

Street Address: 59 Corporate Drive

Room & Building: 104 B

City, State, Zip: Danville, KY 40422

Office Phone: (859) 246-6884

Office Fax: ( ) \_\_\_\_\_

Email: jaime.nebitt@kctcs.edu

Web address: www.blugrass.kctcs.edu/sdem/ss

Quantity: 1000 100 (\$25.00), 250 (\$27.50), 500 (\$32.00), 1000 (\$36.00)

SAMPLE BUSINESS CARD:

*Jaime Nebbitt  
 Administrative Assistant  
 Student Support Services*



59 Corporate Drive  
 Room 104B  
 Danville, KY 40422  
 Telephone: 859-246-6884  
 Email: jaime.nebitt@kctcs.edu  
www.blugrass.kctcs.edu/sdem/ss

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

Include Cell Phone #:  Yes  No

If yes, provide: ( ) \_\_\_\_\_

Approval Signature: VP/Division Assistant Dean

*James Chambers*

Approval Signature: Public Information & Marketing  
 (For Southland Printing use only)