# EOC logo identifier.JPG

**BUSINESS CARD REQUEST FORM**

**PRIOR APPROVAL REQUIRED: YES SUPERVISOR SIGNATURE / DATE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Date: |  |
| Requested By: |  |
| Quantity Requested: |  |
| Date Submitted: |  |
| Date Needed By: |  |
| IF YOU HAVE AN EXISTING CARD WITH NO CHANGES NEED, PLEASE TAPE HERE.  CAUTION: DO NOT STAPLE | |
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| **IF THERE IS NO EXISTING CARD OR CHANGES ARE NEEDED, PLEASE COMPLETE THE INFORMATION BELOW.** | |
| **PLEASE PRINT OR TYPE EXACTLY AS YOU WANT IT TO APPEAR. THE PRINT SHOP WILL USE THE** | |
| **CURRENT UNIVERSITY LOGO AND MAY CHANGE THE LAYOUT TO FIT THE CARD.** | |

University at Buffalo

*State University of New York*

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

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational Opportunity Center

555 Ellicott Street, Room: \_\_\_\_\_\_ Buffalo, NY 14203-1312

Telephone (716) \_\_\_\_\_\_\_ Fax (716) \_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVAL SIGNATURES**

|  |
| --- |
| Supervisor Signature & Date: |
| Admin. Services Director Signature & Date: |
| Admin. Services Sr. Staff Asst. Signature & Date: |

### AVAILABILITY OF FUNDS YES NO FUND SOURCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACCOUNT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST APPROVED YES NO COST $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| Reason: |