



REQUEST FOR BUSINESS CARD

INTERNAL CONTROL NUMBER
REQUISITION/PRINT ORDER
CAN NUMBER

AGENCY Program Support Center	SERVICE/DIVISION	DATE SUBMITTED
NAME (Requestor)	PHONE NUMBER (Including area code)	FAX NUMBER (Including area code)

ORDERING INFORMATION

*PLEASE COMPLETE THE FOLLOWING
(Please print clearly or type information exactly as it is to appear on card.
Use abbreviations ONLY if you wish them used on actual card.)*

Name: _____

Title: _____

Address: _____

Phone: _____

FAX: _____

E-Mail: _____ @psc.gov

SAMPLE

 Office of the Assistant Secretary for Administration and Management	
John Doe Visual Information Specialist	
5600 Fishers Lane Parklawn Building, Room 3C-42 Rockville, MD 20857	(301) 999-9999 FAX: (301) 999-9999 jdoe@psc.gov

ADDITIONAL INFORMATION

AUTHORIZATION

NAME (Approving Official)	TITLE
SIGNATURE	DATE

RECEIPT

RECEIVED BY	DATE
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Guidelines and Procedures for the Purchase of PSC Employee Business Cards

- The issuance of business cards will be limited to those employees requiring their use in connection with the operations and official activities of the Program Support Center (PSC). Employees are expected to give the cards to representatives of commercial or governmental entities with whom the PSC does business or conducts operations to facilitate mission related communications between those entities and the PSC.
- All business cards ordered by a PSC employee, using appropriated funds, will be done through the Printing and Postal Technologies Branch (PPTB), Division of Technical Support, Administrative Operations Service. *Business cards will be purchased for Federal PSC employees only.*
- All business cards procured for PSC employees must follow the prescribed PSC format. This includes layout, paper stock, number and color of inks, and quantity. Orders for business cards will be limited to a maximum quantity of 500 cards unless special circumstances warrant a larger quantity.
- All business cards purchased must be approved at the Service Director level. This signature authorization is required on the "Request for Business Card" form.
- Method of Payment: Each PSC Service organization will pay for the printing of employee business cards via an established CAN number, thus eliminating the need for any further requisitions. Only a fully executed Form PSC-26a, "Request for Business Card" will be required.
- Orders may be held until there are sufficient quantities received to obtain an acceptable price for the purchase of these cards.
- Card orders are to be submitted with completed information, including signature approval, to:

Printing and Postal Technologies Branch
Parklawn Bldg., Room 3C-60
5600 Fishers Lane
Rockville, MD 20857
Phone: (301) 443-6740

or

Printing and Postal Technologies Branch
Hubert H. Humphrey Bldg., Room 303-B
200 Independence Avenue, SW
Washington, DC 20201
Phone: (202) 690-6630

- Customers will be notified by PPTB staff when completed orders are ready for pickup.