

How to Order Business Cards

The Purchasing Department has formed strategic partners with local printers to provide stationery and business cards to SMC. Departments are encouraged to submit your approved purchase requisitions to place your order.

How to Place Your Order

1. Fill out the business card template and attach to your Purchase Requisition Form: [Business Card Template PDF](#). (See sample business card below).
2. Submit an approved Purchase Requisition Form to Fiscal Services. (Please See Sample Requisition)

Sample Purchase Requisition

Santa Monica Community College District REQUISITION						
Fiscal Year: <u>2013-2014</u>		Fiscal Services Use Only:				
Requisition No: <u>BCORDER1</u>						
Department: <u>PURCHASING</u>						
Location No.: <u>00004</u>		Purchasing Use only:				
Requestor: <u>CINDY ORDAZ</u>	<u>8170</u>					
<small>Printed Name</small>	<small>Signature</small>	<small>Ext.</small>	<small>Date</small>			
Approver: <u>CYNTHIA MOORE</u>	<u>4305</u>					
<small>Printed Name</small>	<small>Signature</small>	<small>Ext.</small>	<small>Date</small>			
VP: <u>BOB ISOMOTO</u>	<u>4201</u>	Deliver To Dept.: <u>PURCHASING</u>				
<small>Printed Name</small>	<small>Signature</small>	<small>Ext.</small>	<small>Date</small>	Name/Ext.: <u>CINDY/8170</u>		
Fiscal Svcs: _____	_____	Bldg. Rm.: <u>BUS. ADMIN. 329</u>				
<small>Printed Name</small>	<small>Signature</small>	<small>Ext.</small>	<small>Date</small>			
STANDARD COMMENTS/NOTES						
FUND	RES. PRJY	GOAL	FUNC/LOC	OBJECT	SCH/LOC/ACTIVITY	AMOUNT
01.0	00000.0	00000	12345	5820	1234567	\$ 321.00
LINE NO.	QUANTITY	UOM	UNIT PRICE	EXT PRICE	CATEGORY	DUE DATE
1	1.00	BOX	\$ 53.00	\$ 53.00	18600-PRINTING SERVICES	08/15/13
Item Description	BUSINESS CARDS: 250/BX, CINDY ORDAZ, ADMINISTRATIVE ASSISTANT (AS PER ATTACHED SAMPLE).					
LINE NO.	QUANTITY	UOM	UNIT PRICE	EXT PRICE	CATEGORY	DUE DATE
2	1.00	BOX	\$ 86.00	\$ 86.00	18600-PRINTING SERVICES	08/15/13
Item Description	BUSINESS CARDS: 500/BX, NYLA COTTON, BUYER (AS PER ATTACHED SAMPLE).					
LINE NO.	QUANTITY	UOM	UNIT PRICE	EXT PRICE	CATEGORY	DUE DATE
3	1.00	BOX	\$ 154.00	\$ 154.00	18600-PRINTING SERVICES	08/15/13
Item Description	BUSINESS CARDS: 1000/BX, CYNTHIA MOORE, DIRECTOR OF PURCHASING (AS PER ATTACHED SAMPLE).					
SUGGESTED SUPPLIER:						
Name:			Extension Price: \$ 293.00			
Address:			*Tax: \$ 27.83			
City, State, Zip:			*Shipping:			
Telephone:		Fax:		Total: \$ 320.83		
Contact:		Email:				
<small>*Note: For your internal reference only. In PSFS tax and freight are encumbered only on the Purchase Order.</small>						

Sample Business Card Template



Cindy Ordaz

Administrative Assistant

Purchasing

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Santa Monica, CA 90405-1923
Direct Line: (310)434-8170
Fax: (310)434-3654

Pricing

Quantity	Description	Price
250	cards	53.00/Box
500	cards	86.00/Box
1,000	cards	154.00/Box

All orders will be processed in 5-7 business days from receipt of the purchase order.

If you require any additional assistance, please contact the commodity Buyer (see commodity list). If you have any other questions, please contact our main line at (310) 434-4304.