

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 their approved purchase requisitions to place their order.

How to Place Your Order

1. Submit an approved Purchase Requisition Form with their template to Fiscal Services. (Please See Sample Requisition)
 2. Fill out the business card fillable template: [Business Card Template PDF](#) (See sample business card).
- *Blank address cards also available on our forms and document page: [Business Card Template \[Blank address\] PDF](#).

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>				
Requestor:		<u>CINDY ORDAZ</u>	<u>8170</u>	Purchasing Use only:		
		<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

Business cards printed in 16-name batch
(orders are held by supplier until he receives
16 orders).

Quantity	Description	Price
250	cards	33.00/Box
500	cards	51.50/Box
1,000	cards	89.00/Box

Batching cards in 4-name batch (4 cards must
be submitted at once); delivery 5-7 business
days after receipt of batch.

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

Rush charge of \$125.00 (no batching); delivery
5-7 business days after receipt of order.

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

There are no shipping charges, just the tax rate of 9.5%. All requisitions will be sent to the printer and batched from receipt of the Purchase Order.

You can also find both Business Card templates under the [Forms and Documents](#) page. 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.