Create a Purchase Requisition in SAP to order business cards.

**Type out exactly how the card should look using upper & lower case lettering in the lower text area of the Purchase Requisition.

Cost: $27.00 box/500
Ink Color PMS 342

All academic departments are required to use this format

The Athletic Department may use the following format for athletic staff business cards.

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Sap Vendor  #1030999
Print & Copy Center
721 Allegheny River Blvd, Verona PA 15147
Phone 1-888-228-0888  Fax 412-826-0844
info@printandcopycenter.com