# LEE COLLEGE

## BUSINESS CARD WORK ORDER

**Please Read Carefully!** Work Orders cannot be accepted without this form and a **Budget Number!**

**Budget Code: ACCT.** __ SIX DIGITS __ **FUND** __ FIVE DIGITS __ **DEPT.** __ __ __ TEN DIGITS __ __ __

Dept. _____
PLEASE PRINT CLEARLY

Today's Date: _____ / _____ / _____

Date/Time Needed _____ / _____ / _____ _____ : _____ ❑ AM ❑ PM
(Please do NOT use "ASAP")

**Full** Name _____ Phone _____
PLEASE PRINT CLEARLY

**Name** _____

**Position/Title** _____
Dept _____

**Position/Title** (optional) _____
Dept _____

office _____

fax _____

cell _____

_____@**lee.edu**

**Division** (optional) _____
P.O. Box 818 _____
Baytown, TX 77522-0818 _____
(indicate if alt. address)
**www.lee.edu**

LEE COLLEGE
aa/eeo

❑ Single Sided ❑ Double Sided No. of copies: ❑ 250 ❑ 500 ❑ 750 ❑ Other _____

(If double sided, please submit information for second side of card separately. This can be done via email or as hand-written submission.)

Notes: _____

(Updated Feb 2025)

**Print Shop Use Only**

❑ Approved for Printing

Approved by _____

Print Shop, Date Received

Print Shop, Date Completed

**TRAC #** _____

| Job Cost Summary | Quantity / Note | Estimate / Cost |
|---|---|---|
| Black Copier/Printer | | |
| Color Copier/Printer | | |
| Other | | |
| Shrink Wrap | | |
| **TOTAL** | | |