



**PROCUREMENT SERVICES**  
3000 College Dr. S Lethbridge  
Alberta T1K 1L6  
Tel. 403.320.3236  
Fax 403.380.3487

## Employee Name Tag/Plate Order Form

### Instructions:

1. Please fill in all parts of the form.
2. Forward completed form to Procurement Services by Fax or E-mail to place order.
3. Purchasing will order through The Engravers. Standard artwork is available and on file.

### Employee Name:

Note: this will be the name that appears on the name tag/plate

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### What would you like ordered:

- ☐ Name tag
  - ☐ magnetic - \$10.50
  - ☐ pin-back - \$9.00
- ☐ Desk name plate - \$11.95
- ☐ Desk name plate holder - \$18.95
- ELT/Board of Governors pewter name tag

### Where is it to be delivered:

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### Department Budget Code:

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### Supervisor's Name:

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### Supervisor's Signature required:

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### Optional:

Alumni? ☐ Yes ☐ No

If yes, what is your graduation year? \_\_\_\_\_

Would you like your alumni status to appear on your name tag: ☐ Yes ☐ No