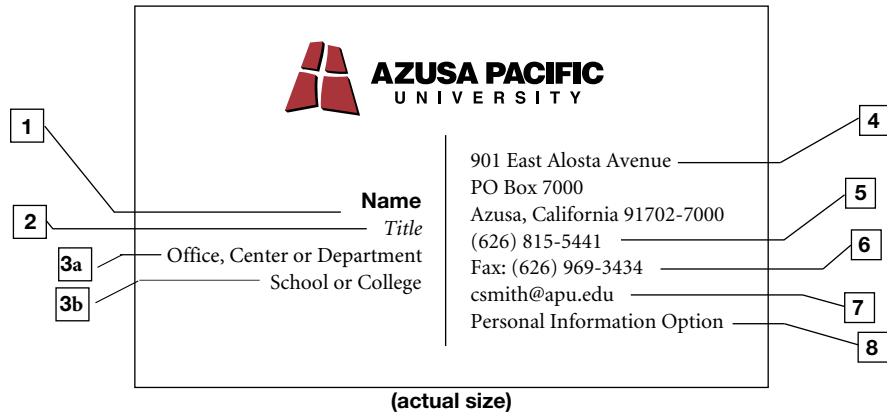


Complete and send form to the Office of Human Resources via email (hrstu@apu.edu) or fax (626) 466-9342 to initiate an order.



For Office Use Only

\*Azusa campus business cards will include the university mailing address (PO Box 7000, Azusa, CA 91702-7000) below employee's physical address.

**Please refer to the illustration above for information style and layout.**

- New order—first time ordering or changes to current card Quantity:  50     100     250
- Reprint—no changes (please attach a current business card for all reprint orders)

Please enter account number (for adjunct faculty, rush orders or error corrections only): \_\_\_\_\_

Please explain the need, if relevant, for ordering more than 250 business cards: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Type/Print Supervisor Name) Approval Signature

1. Name: \_\_\_\_\_  
First MI (optional) Last Degree\* - Master's or higher only

APU ID # \_\_\_\_\_ Select your status:   
Adjunct Faculty require approval from Dean

2. Title: \_\_\_\_\_  
Primary (required and will be verified against PeopleSoft records) Secondary (optional)

3a. Office, Center or Department Name \_\_\_\_\_  
Full name, no abbreviations.

3b. School or College Name (if applicable) \_\_\_\_\_  
Full name, no abbreviations.

4. Physical University Address: \_\_\_\_\_  
(e.g. 901 East Alost Avenue) Street City Zip

5. University Phone \_\_\_\_\_ Ext. \_\_\_\_\_ 6. University Fax: \_\_\_\_\_

7. University Email: \_\_\_\_\_

8. Personal Information Option (This is **optional** and you may only list one, i.e, a personal cellphone or email):

Select one :  \_\_\_\_\_

**The university web address, apu.edu, will appear on the reverse side of all business cards.**

If you have any questions, please contact the Office of Human Resources at Ext. 4526.

\*Please list master's degree or higher only. Terminal degree is preferred. A maximum of three field-specific credentials will be allowed, if necessary.

\*\*Must be relevant to your role. See guidelines at apu.edu/humanresources/businesscards/.