

## How to Order a Magnetic Name Badge

1. Complete a Purchase Order
  - a. Vendor: Arbor Oakland
  - b. Amount: \$18 (\$12.50 for name badge + approximately \$6 shipping)
  - c. Purpose: Order a name badge for \_\_\_\_\_ (please enter name as you want it to appear)
  - d. **NOTE:** *Titles are no longer included on the name badge*
2. Submit Purchase Order for approval using the normal Business Office process
3. Once you receive the approved PO from the Business Office, email your request to Allyson Stinnett (astinnett@rc.edu). Be sure to include the PO # in your request
4. When Allyson receives the name badge, the employee will be notified via email to pick up the badge from her office

If you have any questions, please contact Allyson via email (astinnett@rc.edu) or phone (2011)