

**2007-08**

**BA #32**

Date Issued 8/07

**TO: ADMINISTRATORS, OFFICE STAFF, DIRECTORS, and BUILDING SUPERINTENDENTS**

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs  
Scott Wieskamp, Director of Facilities and Maintenance**

**SUBJECT: ORDERING DESKTOP NAMEPLATES**

Place all orders by contacting the personnel authorized in your building to enter a TMA work request for desktop nameplates. Be prepared to provide them with the necessary information related to the choices listed below.

## **NAMEPLATES**

1. Indicate on the order the size of the plate and if the plate is to be for a desk (1" X 6") or wall (2" X 10"). Also list the color of nameplate wanted.
2. Provide **complete and accurate** information to be engraved on the nameplate.
3. Note on the order if a holder is needed and the type needed (desk or wall).
4. Provide an account number to pay for nameplates.