

2008-09

BA #32

Date Issued 8/08

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

**FROM: Mark Shepard, 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.