Instructions on How to Order Business Cards

Related Department(s): Purchasing, Accounting

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Keywords: business, card

Link(s): https://store.stationeryorders.com/ShowPage.asp?login.htm

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To order business cards, go to:
https://store.stationeryorders.com/ShowPage.asp?login.htm
The user name and password to get into the registration page is:
Username: LAGCC
Password: LAGCC101

You must create a profile which will be saved. Make sure you save the username and password that you created for future business card orders.

A CUNYfirst e-requisition must be created and approved before submitting the business card order for approval. Create one line per business card name. Quantities are 500 cards/box.

Once you log in, you can create your business cards. Use your approved erequisition number in the field for the PO number.   Once you submit the order, it will be forwarded to Purchasing for approval. Purchasing will process your business card once your erequisition is valid and a PO is created.

For non-tax levy orders, the process is the same with the exception of the ereq. You'll need to get a PO for your entity. Use that PO number in the PO field on the business card website. Ensure with your College Accountant that Purchasing receives a copy of the PO. Once received, Purchasing will approve the order.

Current pricing:
Box of 500 cards @$29.17 – Category Code 7315000000
Lot of 5/500 cards @ $124.17 – Category Code 7315000000

Vendor: United Printing Group - CUNYfirst Vendor #1000001955