Highland Community College
Business Card/Name Tag
Request Form

Business Cards
HCC Name Tag
Name plate for desk or wall

Name to appear on card/name tag: _____

Title (as appears exactly on your contract): _____

Cell (optional): _____

Office: _____

Fax: _____

Email: _____

Social Media (optional): _____

Start Date: _____

Supervisor Approval: Yes   No   **Supervisors Initials _____**

If not approved, please give reason:

Human Resources Approval: Yes   No   **Human Resources Initials_____**

If not approved, please give reason: