



TO ORDER BRING A COMPLETED NAME TAG ORDER FORM AND LEDGER TRANSACTION FORM TO THE PUBLIC RELATIONS OFFICE IN THE HARDIN STUDENT CENTER

**TAGS ARE \$10 EACH**

**NAME** (Professors may use 'DR. JOHN DOE' or 'JOHN DOE, PHD')

**Limit 30 characters**

**Title Line 1: Limit 30 characters** (Professors use 'FACULTY')

**Title Line 2: Limit 30 characters**

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## Ledger Transaction Form

Please transfer \$ \_\_\_\_\_ from Account # \_\_\_\_\_ to the Public Relations Account # 11-5112-084 to pay for an order of New Orleans Baptist Theological Seminary name tag[s].

\_\_\_\_\_  
Authorized Signature  
(Division Chair, Supervisor, etc.)

Name Tag cost:  
**\$10 each**

**NAME TAG ORDER FORM  
WILL NOT BE PROCESSED  
UNTIL PUBLIC RELATIONS  
RECEIVES THIS FORM**

**IF ORDERING MULTIPLE TAGS, PLEASE INCLUDE TOTAL COST ON THIS LEDGER TRANSACTION FORM. USE SECOND PAGE OF THIS FORM FOR ADDITIONAL TAGS.**

## ADDITIONAL TAG



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