

The Southern Baptist  Theological Seminary

**Name Plate Order Form**

Please complete a separate form for each individual's name that you order and return to Accounts Payable.

**Desk Plate:**

Name: \_\_\_\_\_

Size: \_\_\_\_\_ 1 x 10

\_\_\_\_\_ 1¼ x 10

Need Holder? | Yes  No

Title:

Size: | | 1 x 10

1¼ x 10

Need Holder? | Yes  No

**Door Plate:**

Name/Title/Dept:

\_\_\_\_\_  
Need Holder?  Yes  No

**Cost Center Manager:**

Signature:

Department:

Account Number:

Extension:

If you have any questions, please contact Accounts Payable at Extension 4395 or [accountspayable@sbts.edu](mailto:accountspayable@sbts.edu).

**For Internal Use Only:**

Human Resources Approval (For Titles): \_\_\_\_\_

Wilding Order Date: \_\_\_\_\_ Date Shipment Received: \_\_\_\_\_