

NORTHERN OKLAHOMA COLLEGE

EMPLOYEE NAME BADGE AND/OR DESK PLATE REQUEST

Please complete the information below **exactly as you would like it to appear** on your name badge and/or desk plate.

Desk Plate Note: Desk plates typically display the employee's name only. If you would like your job title included on your desk plate, please indicate that below.

Requesting:

- ☐ Name Badge
- ☐ Desk Plate
- ☐ Both

Employee Name: _____

Job Title: _____

Division/Department: _____

NAME BADGE AND/OR DESK PLATE INFORMATION

Please print the name and title exactly as they should appear:

Name: _____

Title: _____

Employee or Supervisor Signature: _____

Date: _____