



**NEW ORLEANS**  
BAPTIST THEOLOGICAL SEMINARY



**LEAVELL**  
COLLEGE

## Ledger Transaction Form

### Business Cards and Name Tags

NOTE: Business Card and Name Tag orders will not be processed and ordered until the Office of Communications receives this ledger transaction form.

#### Business Card Price List

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 250 NOBTS Cards (\$25)  | <input type="checkbox"/> 250 Leavell College Cards (\$25)  | <input type="checkbox"/> 250 NOBTS/Leavell Combo Cards (\$25)  |
| <input type="checkbox"/> 500 NOBTS Cards (\$50)  | <input type="checkbox"/> 500 Leavell College Cards (\$50)  | <input type="checkbox"/> 500 NOBTS/Leavell Combo Cards (\$50)  |
| <input type="checkbox"/> 1000 NOBTS Cards (\$75) | <input type="checkbox"/> 1000 Leavell College Cards (\$75) | <input type="checkbox"/> 1000 NOBTS/Leavell Combo Cards (\$75) |

#### Name Tag Price List

- NOBTS Name Tag (\$15)    Leavell College Name Tag (\$15)

When placing multiple orders of business cards and/or name tags at the same time, please include the total cost of the orders on one ledger transaction form.

### Ledger Transaction Form Business Cards and Name Tags

#### To the NOBTS Business Office:

Please transfer \$ \_\_\_\_\_ from NOBTS ACCOUNT # \_\_\_\_\_  
to the Office of Communications NOBTS ACCOUNT # 11-5112-084 to pay for an order of NOBTS  
and/or Leavell College business cards and/or name tags.

\_\_\_\_\_  
Office or Division

\_\_\_\_\_  
Contact - email address or extension number

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

\_\_\_\_\_  
Print Name of Authorized Signator

\_\_\_\_\_  
Names of the people receiving the cards or name tags.

**RETURN ENTIRE FORM TO THE OFFICE OF COMMUNICATIONS - pr@nobts.edu | 504.816.8003**