

How to order Business Cards

Step 1: On the Staff Portal, (<http://staff.mccr.maryland.gov>), click on the Shopping Cart for Request To Purchase and login.

Step 2: Click the **add request** button.

Step 3: Fill the items in as shown below then click the Submit to Supervisor button.

ADD / EDIT REQUEST	
Request Number:	TBD
Requester Name:	<input type="text" value="Witte, R. Keith"/>
Request Date/Time:	<input type="text" value="12/11/2013 12:03"/>
Purchase Type:	<input type="text" value="Purchase by Agency"/> ▼
Description of Purchase:	<input type="text" value="Business Cards"/>
Vendor Name:	<input type="text" value="Maryland Correctional Enterprises"/> <input type="button" value="Clear"/>
Vendor Contact:	<input type="text" value="Staff"/>
Vendor Phone:	<input type="text" value="410-540-5569"/>
Total Cost:	<input type="text" value="53.60"/>
Purpose:	<input type="text" value="To conduct agency business"/>
<input type="button" value="Save"/> <input type="button" value="Return"/> <input type="button" value="Print"/>	

Step 4: You will be sent emails and be able to see the approvals as they occur. Once your request has been Funds Approved, click on the Business Card Information link in the MCCR Services box on the Staff site. Complete and Submit information. At any time you may look in Request to Purchase to see what approval step your request is in.