

DDM ROUTING SLIP
Non-Personnel

	DATE IN	DATE OUT	INITIALS
Administrative Officer DCTD ARC, OM, NCI	2/20/15	2/20/15	JD
Joseph Jenkins Director, DCTD ARC, OM, NCI	2/24/15	2/24/15	J
Michelle Palmer Special Assistant, DDM, NCI	2/25	2/25	MP
Lynn Austin, DDM, NCI	2/25	2/25	LA
Michelle Palmer Special Assistant, DDM, NCI	2/25	2/25	MP
SUMMARY - Describe action requested: Attached is a request for 250 Business Cards for Dr. [REDACTED] in the Cancer Diagnosis Program.			

COPY

Address Questions and Return Package to: Sharie Diggs, 4W552, 240-276-5407



National Institutes of Health
Bethesda, Maryland 20892

www.nih.gov

Date: January 29, 2015

To: Lynn Austin, Ph.D. Deputy Director for Management, NCI

Through: Jeffrey S. Abrams, M.D., Acting Director for Clinical Research CTEP, DCTD, NCI
 Joe Jenkins, ARC Director, DCTD, NCI *Joe Jenkins 2/24/15*

From: CDP Staff, DCTD, NCI

Subject: Request for Approval to Purchase Employee Business Cards

JA

As members of the Cancer Diagnosis Program (CDP) in the Division of Cancer Treatment and Diagnosis (DCTD) we interact significantly and continuously with other organizations both clinical and basic science oriented. One of our primary responsibilities is to support research at medical centers, hospitals, businesses and universities throughout the United States and to participate in meetings with other Government Agencies such as, but not limited to the Food and Drug Administration. At these meetings there is a continuous exchange of business cards to facilitate further interactions after the meetings. All of the CDP staff members maintain a folder which includes a record of contact with scientists in industry, academia and other branches of the NCI. The Cancer Diagnosis Program (CDP) also represents DCTD at various national and international meetings where they receive frequent requests for their business cards from investigators who will be sending proposals or information to the NCI.

Our use of employee business cards would greatly facilitate these interactions and promote the goals of both NCI and the NIH. In addition, we intend to exchange employee business cards with grantees from small businesses and company representatives visiting the NCI to discuss novel cancer development, including clinical trials. To efficiently facilitate these types of interactions we believe 250 business cards per staff member are necessary.

Your approval is requested

Employees: [REDACTED]

Your approval is requested.

Proceed Lively for.
 Barbara A. Conley, M.D.

Decision:

Approved

Disapprove

for Donna Siegel
 Lynn Austin, Ph.D. Deputy Director for Management, NCI

2/25/15
 Date



PROGRAM SUPPORT CENTER
REQUEST FOR PRINTING SERVICES

Phone: (301) 443-6740
 Fax: (301) 443-3089
 Email: pscpublishing@psc.hhs.gov

MITTS Number (office use only)

Date Submitted
 01/29/2015

Desired Due Date
 02/09/2015

Agency (ICD)
 NCI/DCTD/ARC

Originating Office
 NCI/DCTD/CDP/PIRB

Requestor

Phone

E-Mail

CAN Number

Internal Order Number

Treasury Account Symbol (TAS) *REQUIRED

Estimated Cost
 \$60.00

Job Title or Product Description
 CDP Business Card Print Order - 1 PIRB Staff Member

Are materials or documents in this order considered:

CLASSIFIED

YES NO

SBI (Sensitive but Unclassified)

YES NO

PII (Personally Identifiable Information)

YES NO

DOCUMENT CONVERSION/DUPLICATING

IMPORTANT- COMPLETE AND ATTACH JOB SPECIFICATIONS OR OTHER PERTINENT INFORMATION
 (Check all services being requested)

- Printing** No. of Pages _____ Finished Size _____ Quantity 250
- 508 Compliant Color Copies Digital Conversion/Scanning Custom CD
- Convert-Non-Bookmark Scanning CD Masters/eAdditions Non-Grant Conversion Projects
- Special Handling Copier Paper Cover Stock Business Cards
- Copier/Duplicating-Routine Document Conversion Standard CD

COPY CENTER

- COLLATE STAPLE SINGLE SIDED DOUBLE SIDED

CONTRACTED SERVICES

- Government Printing Office Contract Printing, Open Market BPA Record of Call Special handling-PPs Press Inspection-Travel

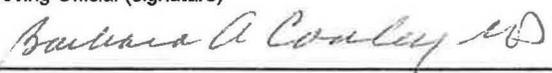
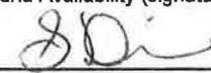
ITEMS FURNISHED

- CD/DVD FTP/E-MAIL HARD COPY OF TEXT OTHER

DELIVERY INFORMATION

ADDITIONAL REMARKS

This a business card printing order for 1 Cancer Diagnosis Program staff Member - minimum order of 250 cards per employee: Dr. [REDACTED]

Approving Official (signature) 	Fund Availability (signature) 
Print Name/Phone# Barbara Conley, M.D. / 240-276-6505	Print Name/Phone# Sharie Diggs / 240-276-5990

Provide confirmation of this proof.

Cancel Accept Proof

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES



Program Director
Pathology Investigation &
Resources Branch
Cancer Diagnosis Program, DCTD
National Cancer Institute, NIH

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