

Please Note:

In order for your items to be covered under the OHO move budget, you must be ordering for a clinic moving in total. Your clinic will be invoiced directly for your order and then you may send an 1180 to Melissa Claiborne in OHO Administration to receive the proper reimbursement.

Ordering Instructions

1. Log onto: <http://printingservices.vanderbilt.edu/>
2. Select your product

Choose your product here.



3. Enter your VUNet ID and Password
4. Select 100 Oaks Campus from the drop down menu
5. Select desired product
6. Select 100 oaks campus design
7. Choose designated quantity of 250 for business cards and/or 1,000 for stationary and envelopes– the information for your product is listed UNDER the image (Please note: only minimum orders are eligible for reimbursement from One Hundred Oaks Administration)
8. Press Continue
9. Click Personalize
10. Verify your order
11. Add item to your cart
12. Your order is complete

Reimbursement Information:

1. Reimbursement **will only apply to Managers and Physicians** of those departments moving in total.
2. Complete an 1180 including your center number and account number on the top right of the form in the credit account section and attach an invoice verifying the amount requested on the 1180. The invoice should specify what was ordered for each clinic and/or person.
3. Submit completed 1180 with attached invoice via campus mail to: Melissa Claiborne 100 Oaks Administration 26192 OHO (3200)
4. The 1180 must be submitted ASAP to One Hundred Oaks Administration for reimbursement upon receipt of printed items.