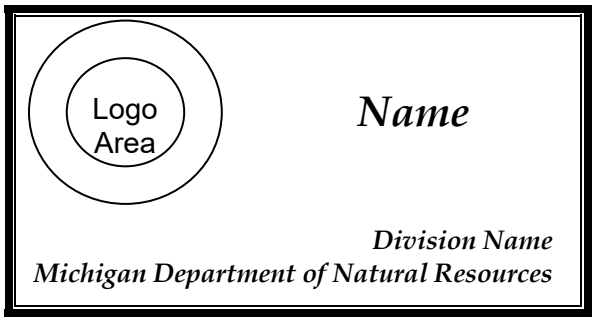
DNR NAME BADGE

For Full Time Employees (FTE) and qualifying Part Time Employees

Name badge:

- Shall be rectangular; 1-1/2” x 3” x 1/16” with rounded corners.
- Shall be brushed Euro Gold metallic foil face over a black plastic core.
- Shall have DNR logo “lapel pin” affixed to the upper left corner.
- Shall be laser engraved with employee name, division name and department name.
- Shall be available with magnetic back fastener or pin back fastener.



Note: corners of badge will be rounded.

Employee name shall be first and last name only; no middle initial, no title.

Division name shall be engraved as follows. Any changes must be authorized by DNR Procurement Services.

1. Executive
2. Public Information Office
3. Finance and Operations
4. Marketing and Outreach
5. Michigan History Center
6. Technology
7. Fisheries
8. Law Enforcement
9. Wildlife
10. Forest Resources
11. Parks & Recreation
12. Minerals Management
13. Natural Resources Commissioner
14. Office of the Great Lakes

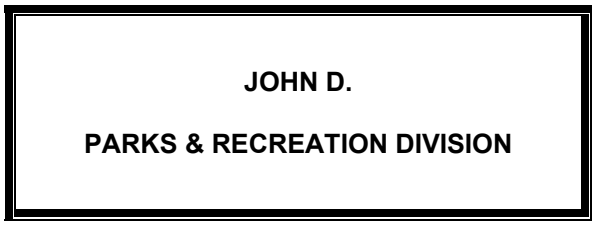
Options/Cost:

Badge with pin fastener:	DNR-PIN	$4.02 each
Badge with magnet fastener:	DNR-MAG	$4.77 each

For State Worker 4 (STW) Employees – Parks & Recreation Division / Law Enforcement Division

Name badge:

- Shall be rectangular; 1" x 3".
- Shall be White lettering on Walnut background.
- Shall be engraved:
    a. First Line: Employee's first name with first initial of last name,
    b. Second Line: Parks & Recreation Division.
- Shall be available with clutch fastener, pin fastener, clip fastener, or magnetic fastener.



Options/Cost:

Badge with clutch fastener:	V400	$3.50 each
Badge with pin fastener:	V405	$3.50 each
Badge with clip fastener:	V410	$3.50 each
Badge with magnet fastener:	V415-MAGNET	$3.50 each

…..Badge with clutch fastener V421-CLUT $5.95 each **(Metal Name Badge)**

- Shall be rectangular; 1/2" x 2-3/8".
- Shall be BK Lettering / GD background

Shipping

Add $10.00 shipping per order (or per ship to address) when the order is less than $100.00.
Orders over $100.00 there is no shipping charge.

Ordering:

Complete the below MSI Internal Exchange Transaction (IET) Form.
Email to MSI_ORDER_ENTRY@michigan.gov.
Purchases over $5,000 requires a POI in SIGMA and the POI must be issued prior to the purchase.

Delivery:

Standard delivery is 15 business days. If rush order is needed, contact Sales at MSI, 517-335-3771 or MSISales@michigan.gov, to arrange special terms and determine additional delivery charges associated with expedited delivery.

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Acceptance

Upon delivery, inspect badge for defects and spelling errors. If any misspellings are found, review order form to determine if MSI was in error. If any defects or MSI spelling errors, complete a MSI Return Authorization Pickup Request Form (available online at http://www.michigan.gov/documents/msi/Return_Authorization_Request_Form-Fillable_Fields_421536_7.pdf?20130926111815). Email the completed form to MSI-Returns-Exchanges@michigan.gov. Defective badges will be replaced at no charge.

Payment:

Payments will be made through SIGMA as an Internal Exchange Transaction (IET).

STATE OF MICHIGAN AGENCIES

IET - INTERNAL EXCHANGE TRANSACTION

(Replaces the Rapid Order form for State Agencies)

MICHIGAN STATE INDUSTRIES
Building Bridges to Success

(please print)
NAME:_____ **ORDER DATE:**_____ **CUST #**_____

REQUESTING DEPARTMENT:_____ **DIVISON:**_____ **TELEPHONE:**_____ **EMAIL ADDRESS:**_____	**Email Orders To:** **MSI_Order_Entry@michigan.gov** **MSI Order Entry Phone: (517) 335-1125**
BILL TO:	**SHIP TO:**

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
DNR-PIN FTE Name tag, pin fastener		ea	$4.02	$
DNR-MAG FTE Name tag, magnetic fastener		ea	$4.77	$
V400 STW Name tag, Plastic - Clutch		ea	$3.50	$
V405 STW Name tag, Plastic - Pin		ea	$3.50	$
V410 STW Name tag, Plastic - Clip		ea	$3.50	$
V415-MAGNET STW Name tag, Plastic - Magnet		ea	$3.50	$
V421-CLUT STW Name tag, Metal - Clutch		ea	$5.95	$
SHIPPING: Orders less than $100: Add $10 Orders $100 or more: no shipping charge For orders with $10 shipping enter “1” in Quantity column,		ea	$10.00	$

SPECIFICATIONS:

FTE Badges shall read as follows:	Employee Name (First and Last Name) – No titles or abbreviations Division Name (as listed below) Michigan Department of Natural Resources
STW Badges shall read as follows:	Employee First Name and First Initial of Last Name or vice versa for Officers Parks & Recreation Division or Parks & Rec Officer

GRAND TOTAL: $

SIGMA Accounts Payable IET Information: When remitting IET payment input the invoice number, customer number and location from your invoice in the DOCUMENT DESCRIPTION field.	***MSI SIGMA ACCOUNTING INFORMATION:*** **MSI VENDOR/ CUSTOMER: SOM472001 - 980** Accounting Template: 472MSISALESREVENUE Line Description: Invoice No., Customer No., & Location Dept. Revenue: 900

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FILL OUT ALL FIELDS ABOVE

Division #	Division Name	Division #	Division Name
1	Executive	8	Law Enforcement
2	Public Information Office	9	Wildlife
3	Finance and Operations	10	Forest Resources
4	Marketing and Outreach	11	Parks & Recreation
5	Michigan History Center	12	Natural Resources Commissioner
6	Technology	13	Office of the Great Lakes
7	Fisheries		

Employee Name FTE: First and Last Name STW: First Name, Initial of Last Name	**Full Time Emp. Badges**			**State Worker 4 Badges**				
	Division # (from above table)	Quantity		Quantity				
		DNR-PIN	DNR-MAG	V400-CLUT	V405-PIN	410-CLIP	V415-MGNT	V421-CLUT
Total Badges – Enter totals on the appropriate line in the **Quantity** column on page 1 of this order form								

Campground Host Name Tags – Order **Date** _____

Top Line: Host Name (choose first name only,
first & last name, **or** Mr. or Mrs. and their last name)
Second Line: Parks & Recreation Division
Third Line: Volunteer Campground Host
****All name tags will have white lettering & wood grain background**

Product# V400-CLUT-WH -WL Plastic - Clutch	
Names:	

Number of Pins _____ X $3.50 _____

Product# V405-PIN-WH -WL Plastic - Pin	
Names:	

Number of Pins _____ X $3.50 _____

Product# V410-CLIP-WH -WL Plastic - Clip	
Names:	

Number of Pins _____ X $3.50 _____

Product# V415-MGMT-WH -WL Plastic - Magnet	
Names:	
☒	

Number of Pins _____ X $3.50 _____

Michigan State Industries

Return Authorization

RETURNS ONLY

MSI Sales Order#:		Authorized:	

Customer will not receive credit for any items returned w/o prior approval /signature & paperwork

- **Items must be in new condition**
- **Original Packaging**
- **No alterations, or washing**
- **A 15% Restocking fee may be applied**
- **Items must be on original order**
- **Special Orders are non-returnable**
- **No returns after 90 days of facility delivery**
- **Copy of form must accompany return items**

Please fill out information as accurately as possible.

Once the form is completed, "SAVE AS" and "RENAME" the form. E-mail form to: MSI RETURNS INBOX

Purchase Order #:	

Customer:	
Address:	
City:	
Contact Person:	
Phone:	

Today's Date:	
Name:	
EIN#:	
Order Date:	
Facility Order#:	

QTY	ITEM# / DESCRIPTION	SIZE	REASON FOR RETURN or PICKUP	FAC
Sample Line	51F-0151-2XRG-HB	LG	Wrong Size Ordered	

	RETURN TO MSI FACTORY:		

Factory / Driver Use Only (Receiver)

Driver Pick-up (Date P/U):_____

Driver Signature:_____

Customer Signature:_____

Driver Delivery (Date): _____

Driver Signature: _____

Receiver Signature: _____

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(Factory Use Only – Check all that apply):

	Destroy:		**Customer Error (C/E), Factory Error (F/E), Defective Material (DM), Order Entry Error (O/E), Other / Resigned-Retired**
	Restocking Fee:		
	Other/Credit:		**Signature:**
	Replaced (Explain):		**Date:**