BUSINESS CARDS

I. PURPOSE

Provides policy and procedures for ordering college business cards in accordance with Regulation 131 regarding public information, which states that the intention of such publications is to:

A. present to the public a standard image and identity that furthers the college's mission and reflects positively on the institution and its activities;

B. produce attractive publications consistent with the college's intended image and public identity that are viewed as component pieces of a coherent whole;

C. designate authority for production timetables that accommodate publications on both a regular and irregular schedule;

D. determine through the coordination of a single office the best means (whether through on-campus or off-campus resources) for the production and printing of quality materials in a timely and cost-effective manner.

II. POLICY

A. All college business cards must be uniform in design (including type of print, card stock, and use of the college logo rather than the seal).

B. Standard purchasing procedures must be followed to request business cards.

(POLICY APPROVAL: 4-19-95, Board of Trustees)

III. PROCEDURES

A. Business cards may be ordered only through the Business Office via a purchase order.

B. Business cards are an office/unit expense and costs for printing business cards are charged to the requester’s budgetary unit. Therefore, requests for business cards require the approval of the supervisor of the budgetary unit.

C. Normally, two to three weeks' time is required for producing business cards after receipt of an approved request at the Business Office.

D. The quantity of business cards requested should not exceed the number reasonably expected to be used within an 18-month period.

Reg 231