# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject:		Original		Policy #:	_	
BUSINESS CARDS		Issue Date: November 26, 2002		400		
BOOMEOO CANDO		Supersedes:		Effective Date:		
		January 21, 2010		November 1	4, 20	013
Committees Consulted:	Reviewed &	viewed & Approved by: Approved		d by:		
College Operations	College Planning		Nanc	cy W. Miller		
	Allied		Allied F	st, College of Nursing & Health ture on file)		

#### PURPOSE:

To delineate the process for requesting and ordering business cards

## POLICY:

Business cards will:

- Adhere to pre-approved standardized format
- Only be approved for new hires, reorders, and for change in name, degree, or functional title
- Be ordered through the On Line Requisition (OLR) system.

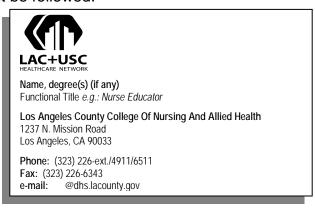
#### **PROCEDURE:**

Requestor completes the online Business Card Order form, prints a copy, and submits it to the designated Office of Educational Services (OES) staff member.

## OES designee:

- Completes the OLR in accordance with Services, Supplies, and Equipment: Ordering and Tracking policy
  - Justification: Business cards are needed for College of Nursing faculty/designated staff to distribute to students, other college and affiliating hospital personnel
  - Attaches Business Card Order form
- Submits the OLR.

The following format must be followed:



Orders take an average of 4 weeks to process.

### PROCEDURE DOCUMENTATION:

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Subject:

### **BUSINESS CARDS**

Business Card Order form OLR Tracking Log

## **REFERENCES:**

College Policy #720: Services, Supplies, and Equipment: Ordering and Tracking

## **REVISION DATES:**

November 26, 2002 July 18, 2006 January 21, 2010 November 14, 2013