

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 163  
VERSION: 3**

**SUBJECT/TITLE: BUSINESS CARDS**

**POLICY:** Business cards shall be printed and issued upon the authorization of the OVMC Chief Executive Officer (CEO). All OVMC business cards issued must bear the name and title of the authorized employee. Authorized business card holders will maintain effective controls to protect business cards from theft and/or unauthorized use. Printing, issuance and usage of County business cards is restricted to County job-related business purposes only. Non-compliance with this policy will result in disciplinary action, which may include discharge from County service.

**PURPOSE:** To establish a policy on the printing, issuance, and use of business cards.

**DEPARTMENTS:** All

**DEFINITIONS:**

**PROCEDURE:** Approval of business cards is contingent upon submission of the attached "Business Card Ordering Form" to the Supply Chain Operations (SCO) Division. All forms must be completed and signed by the requestor's supervisor and Hospital Administration Liaison prior to submission to SCO through the GHX system.

Approval of personalized business cards imprinted with the employee's name/title will be limited to the OVMC Executive and Administrative staff, Department/Division Heads, and Service Chiefs. Other business cards with blank spaces for the employee's name and title to be inserted will be issued upon administrative approval.

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References:	
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