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

				Page 1	Of	2
Subject: BUSINESS CARDS		Original Issue Date: November 26, 2002		Policy #: 400		
		Supersedes: January 12, 2017		Effective Date: September 26, 2019		
Individuals / Committees Consulted: Office of Educational Services	Reviewed & Approved by: College Governance		Approve	d by:		
			Provost, College of Nursing & Allied Health (signature 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 requisition system.

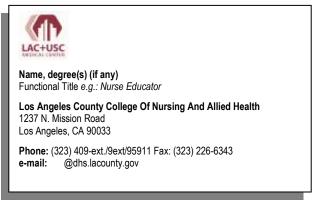
PROCEDURE:

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

OES designee:

- Completes the requisition 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 requisition.

The following format must be followed:



Orders take an average of 4 weeks to process.

Page 2 Of 2

Subject:

BUSINESS CARDS

PROCEDURE DOCUMENTATION:

Business Card Order form

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 January 12, 2017 September 26, 2019